

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
Founders' Room (2K2)October 28, 1991 7:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. President's Report
  - 1. Baseball Dugouts
  - 2. Checking Accounts Consolidation
  - 3. Madrigals - Dec. 3,4,5
  - 4. Financial Aid Report
  - 5. Endowment Challenge Grant - \$591,414.48
- F. Financial Reports and Actions
  - 1. Treasurer's Report
  - 2. Bills Payable
  - 3. Payroll
  - 4. Budget Report
  - 5. Audit Report
  - 6. ISBE/IDPA Contract
  - 7. Catalog Bids
  - 8. Disposition of Obsolete Equipment
  - 9. Protection, Health, and Safety Projects
- G. Executive Session
- H. Personnel Recommendations
  - 1. Part-time Faculty
  - 2. Administrative Appointments
- I. Other Actions
  - Donation
- J. Reports
  - 1. Student Trustee
  - 2. ICCTA Representative
  - 3. Foundation Liaison
  - 4. Board Chair
- K. Time of Next Meeting
  - Monday, November 25, 1991, 7:00 p.m.
  - Third Floor Board Room

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

October 28, 1991

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7 p.m. on Monday, October 28, 1991 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Simpson called the meeting to order at 7 p.m. and the following members answered roll call:

Edward Andersen	Thomas Densmore
Richard Groharing	Joseph McDonald
William Yemm	B.J. Wolf
William Simpson	Steve Franklin

SVCC Staff: President Richard L. Behrendt  
Vice President Ronald Appuhn  
Vice President Karen Kylen  
Vice President John Sagmoe  
Vice President Virginia Thompson  
Director Bobbi McBride  
Secretary to the Board Marilyn Vinson

Minutes: It was moved by Member Groharing and seconded by Member Andersen that the Board approve the minutes of the September 30, 1991 meeting as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

President's Report: President Behrendt reported that volunteers were building dugouts for the baseball field, that plans were underway to consolidate the various checking accounts of the college into interest-bearing accounts, that the Madrigal Dinner is set for December 3, 4 and 5 at the Brandywine, that the SVCC Financial Aid Office distributed over 2 million dollars to SVCC students during the 1990-91 year, and that the Endowment Challenge Grant fund balance is \$591,414.48.

Treasurer's Report: It was moved by Member McDonald and seconded by Member Densmore that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Bills  
Payable:

It was moved by Member Groharing and seconded by Member Andersen that the Board approve bills in the following amounts:

Educational Fund	\$544,185.33
Protection/Health/Safety	89,640.00
Liability/Protection	74,047.93
Operations/Maintenance	48,376.52

In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Payroll:

It was moved by Member Yemm and seconded by Member Groharing that the Board approve the September 30, 1991 payroll in the amount of \$239,980.99 and the October 15, 1991 payroll in the amount of \$240,624.23. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Audit  
Report:

John Van Osdol and Dick Wells of the college auditing firm were present at the meeting and reviewed the 1991 Audit Report with the Board. It was moved by Member Andersen and seconded by Member Yemm that the Board approve the 1991 Audit Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

ISBE/IDPA  
Contract:

It was moved by Member Groharing and seconded by Member Densmore that the Board approve the ISBE/IDPA contract to purchase adult education services from the college for the 1991-92 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Catalog Bids:

It was moved by Member Densmore and seconded by Member McDonald that the Board approve the low bid of Gilliland Printing of Arkansas City, Kansas in the amount of \$12,785 to print 12,500 college catalogs. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Obsolete  
Equipment:

It was moved by Member Yemm and seconded by Member Andersen that the Board give approval to dispose of the equipment on the attached list. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Protection,  
Health  
and Safety  
Projects:

It was moved by Member Groharing and seconded by Member McDonald that the Board approve the attached resolution to be submitted to the Illinois Community College Board requesting approval of the following five projects to be funded through the Protection, Health and Safety tax levy:

Exterior Lighting Repairs/Alterations  
Handicapped Accessibility Project  
Elevator Overhaul  
Gymnasium Bleacher Repair/Replacement  
Chiller Control Repairs

In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Executive  
Session:

At 7:40 p.m. it was moved by Member Groharing and seconded by Member McDonald that the Board adjourn to executive session to discuss the appointment, employment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Regular  
Session:

The Board returned to regular session at 8:49 p.m.

Part-time  
Instructors:

It was moved by Member Andersen and seconded by Member Yemm that the Board approve the attached list of part-time instructors for the 1991-92 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Administrative  
Appointments:

It was moved by Member Groharing and seconded by Member Andersen that the Board approve the following administrative appointments:

Mary Cris Canfield  
Coordinator of Personnel Services  
Effective November 18, 1991  
Annual Salary: \$33,000

Cynthia K. Watkins  
Business Manager  
Effective November 18, 1991  
Annual Salary: \$37,500

James A. Reynolds  
Director of Buildings and Grounds  
Effective December 1, 1991  
Annual Salary: \$39,500

In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Donation:

It was moved by Member Wolf and seconded by Member McDonald that the board approve the donation of five hydraulic pumps for the Diesel Technology Program from Gary Lawrenz of Lawrenz Service. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

Reports:

Student Trustee Franklin reported on the Student Senate trip to Triton College on environmental concerns and recycling, the meeting with the Illinois Department of Transportation in regard to the hazardous situation at the entrance to the college, and the meeting with the North Central team representatives.

ICCTA representative Groharing reported that the next monthly ICCTA meeting would be held on November 8 and 9 in Chicago and that the surcharge on the ACCT dues would run about \$275.

Page #5  
October 28, 1991

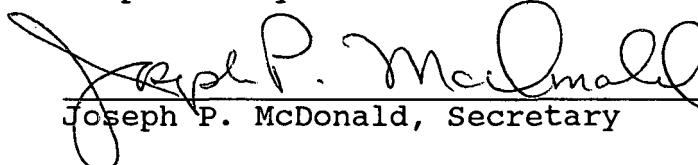
Foundation liaison Yemm reported that the Foundation Board had met on October 8 at which time they elected new officers, approved a new Endowment Challenge Grant, approved changes in the Foundation by-laws, and set November 12 as the date for the new directors orientation.

Adjournment:

Since the scheduled business was completed, it was moved by Member McDonald and seconded by Member Yemm that the Board adjourn. The next meeting of the Board of Trustees will be at 6 p.m. on Thursday, November 7, 1991 to canvass the Non-partisan Election and elect new Board officers. In a roll call vote, all voted aye. Motion carried. Student Trustee Franklin advisory vote: aye.

The Board adjourned at 9:00 p.m.

Respectfully submitted:



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Joseph P. McDonald, Secretary



# SAUK VALLEY COMMUNITY COLLEGE

173 IL Rt. 2, Dixon, IL 61021 \* 815/288-5511

## Agenda Item E-2

## MEMORANDUM

TO: Dr. Richard Behrendt DATE: October 21, 1991  
FROM: Ron Appuhn *ron* SUBJECT: Consolidating Checking  
Accounts

As of September 30, the college had eleven checking accounts (totaling over \$1,000,000) that were non-interest bearing. Four other checking accounts (totaling over \$825,000) and two investment pools (totaling over \$2,730,000) are earning interest at very low rates. The college can be more efficient and make more interest revenue by consolidating these accounts.

A substantial portion of the pool money will be invested in short-term certificates of deposit with financial institutions within the district. The remaining balances will be used to cover two accounts, one interest bearing and one non-interest bearing (for Federal and other restricted funds). All checks will be written from one account, with transfers made by phone or automatically (depending upon the circumstances). Every financial institution within the district will be invited to submit a proposal for our checking account funds, and the most favorable one will be selected. The new accounts should be opened by December 31, and all old accounts would be closed shortly thereafter.

Although the requirement for collateral will restrict the number of bidders to only a few, I am confident that we will generate good bids with interest rates higher than our current average yields. Consolidation will also save time for Business Office staff and will facilitate our computerization project, especially regarding bill payment and vendor activity.

TO: John Sagmoe  
FROM: Ronald Marlier  
DATE: October 5, 1991  
RE: Comparative Report for Financial Aid, 1990-91

Attached please find our final Comparative report which reflects distribution in dollars and students served by programs for 1990-91 with comparisons back to 1986-87.

I would like to take this opportunity to highlight various programs as they actually reflect increased populations.

For the first time, we have exceeded the two million dollar amount, \$2,125,442 to be exact. This reflects an increase of \$187,540 or approximately 9% over 1989-90. We also increased the student population served by 345 over 1989-90 or 13%. From 1986-87 to 1990-91, the dollar value increased by \$532,802 or 25%. The student population during this same time frame increased by 742 or 28%.

By program, the largest growth was in Pell and the Illinois State Monetary Award grant. Pell increased in just one year \$178,621 or 19%. Students on Pell increased by 116 or 15%. The Illinois State Monetary Award grant increased by \$75,469 or 25%. Students on state grants (MAP) increased 116 or 21%.

In our efforts to limit student borrowing, we have reduced our total loan value by \$80,445. This effort probably had some bearing on a dramatic reduction in default rate (8% was our latest default rate).

S-EOG and CWS, funds have remained constant, although we continue to expend a greater share of institutional money over and above federal dollars allocated.

DUKE VOLLEY COLLEGE FINANCIAL AID FOR 79/80 WITH COMPARATIVE FIGURES FROM 80/81											20 SEP 91	
FINAL	NUMBER OF STUDENTS					AMOUNT OF FINANCIAL AID					ALLOC	EXPD.
	86-87	87-88	88-89	89-90	90-91	86-87	87-88	88-89	89-90	90-91		
Pell Grant (Unduplicated)	576	607	657	634	750	618828	647102	701041	758261	0	936872	
Bureau of Indian Affairs (Undup)	0	0	0	1	0	0	0	0	0	0	0	0
Educ Opportunity Grant (Renewal) (Unduplicated) (Initial)	91	287	292	261	301	26171	32051	60341	57467	61248	62034	62034
Federal College Work-Study (Undup)	126	129	137	129	149	170658	170658	188731	217178	172198	256957	
Stafford Loans (Undup)	222	195	223	228	216	410855	411948	462386	479176	0	398733	
HEAF Loans	0	0	0	0	0	0	0	0	0	0	0	0
Parent's Loans			5	3	0			12300	8731	0	0	0
Other State Loans			1	2	0			2267	3760	0	0	0
Ill State Scholarship Grant (Undup)	281	440	440	437	553	194202	228860	198547	224910	0	300379	
Ill Merit Recog Scholarship (Undup)	17	8	0	17	5	8500	4000	0	17000	0	5000	
Illinois State Military Scholarship	133	116	148	101	103	56388	55093	59927	66004	0	45922	
MIA/POW Grant (Unduplicated)	7	4	4	5	6	4118	2465	3277	2842	0	4709	
National Guard Scholarship (Undup)	5	8	17	30	14	1914	2726	6913	12412	0	10669	
Vets Vocational Rehab (Undup)	5	6	7	8	7	3393	4992	2874	4089	0	10504	
SVC Foundation (Duplicated) (Unduplicated)			0									
SVC Short Term Loan (Duplicated)	115	143	147	196	172	38849	42047	60031	54454	0	49035	
Vocational Rehab (DORS) (Undup)	11	9	11	15	8	665	5706	2005	4871	0	8648	
GRAND TOTALS	1929	2212	2273	2326	2671	1592640	1657463	1775764	1937902	234232	2125442	

For the Board Meeting of  
October 28, 1991

Agenda Item F-5

**AUDIT**

John Van Osdol and/or Dick Wells of our auditing firm will be present to review the 1991 audit report and answer any questions from the Board.

**RECOMMENDATION:** Board approval of the FY91 Audit Report.



# **Sauk Valley Community College**

**815 / 288-5511**

173 IL ROUTE 2  
DIXON, IL 61021-9110

## **MEMORANDUM**

To: SVCC Board of Trustees Date: October 21, 1991  
From: Richard L. Behrens  Subject: Management Letter

Attached you will find the management letter from the auditing firm and Ron Appuhn's response to that management letter. Ron worked with the other vice presidents before writing this memo and I agree with his response.

As the management letter indicates in the last sentence, this information is for Board use only and, as such, we have always treated it as a confidential item that should not be discussed in the public Board meeting on Monday. However, if you have questions, please let me know.



# SAUK VALLEY COMMUNITY COLLEGE

173 IL Rt. 2, Dixon, IL 61021 \* 815/288-5511

## MEMORANDUM

TO: Dr. Richard Behrendt  
FROM: Ron Appuhn *fm*

DATE: October 18, 1991

**SUBJECT: Response to Audit Management Letter**

I have reviewed the auditor's management letter with appropriate colleagues. The following responses address the issues raised in the management letter.

### Loss of Interest Income

The college has several checking accounts with substantial balances that are not drawing interest. A plan to consolidate accounts and increase interest income has been developed and will be presented to the Board of Trustees for their information at the October meeting. The anticipated completion date for the checking conversion process is December 31, 1991.

The investment pool procedure will be reviewed as part of the checking conversion process. A positive balance for each fund within the pool will be maintained, as it has been since July 1, 1991.

## Adult Basic Education Grant Report

The final reports for Adult Basic Education Grants were not timely prepared. However, the Business Office must take a more service-oriented approach for assisting all grant offices by providing more accurate data on a timely basis and by reviewing all grant billings and fiscal reports before they are submitted. The new Business Manager will assure that all grants receive proper assistance and support. The Adult Basic Education Grants are the most difficult grants to administer because the grant accounting (as required by the State) does not logically match standard accounting techniques used by colleges.

## Retiree Health Grant

The Retiree Health Grant is one of many groups of accounts that are not now recorded in the proper fund. All accounts will be properly reclassified as part of the Business Office computerization to be completed during this fiscal year.

### Credit Hour Grant

During the computer conversion the college was running parallel computer systems. The mid-term deficiency report from the NCR was carefully checked.

Memorandum to Dr. Behrendt  
October 18, 1991  
Page Two

However, the checking of the IBM report was overlooked, and the apportionment report was generated from the unchecked IBM system. A procedure is currently in place to insure all deficiencies are properly entered into the computer.

#### Foundation Contract

The monthly reporting required of the Foundation has been on file in the Office of the Vice President of College Advancement since the beginning of the contract. However, Vice President Kylen was not informed of the comment in the prior year's management letter, nor was she asked for the reports. Vice President Kylen submitted the reports to the College Treasurer upon receipt of this year's management letter and will continue to comply with the contract.

#### Data Processing Controls

While the college makes two backup copies of its disk files during a week cycle, we do lack a written disaster recovery plan. A specific FY 92 goal for the Director of Information Systems is to develop the college's written disaster recovery plan.

Contrary to the statement in the management letter, the other unresolved weaknesses have not previously been communicated to the Director of Information Systems and the College Treasurer. I have requested this information be provided in writing prior to the Board meeting and we will provide you a written response indicating our proposed actions.

n

# LINDGREN, CALLIHAN, VAN OSDOL & CO., LTD.

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3319 EAST LINCOLNWAY STERLING, ILLINOIS 61081 (815) 626-1277 TELEFAX (815) 626-9118

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To the Board of Trustees  
Sauk Valley Community  
College District 506  
Dixon, Illinois

Gentlemen:

In planning and performing our audit of the general purpose financial statements of Sauk Valley Community College District 506 as of and for the year ended June 30, 1991, we considered the internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure. This consideration of the internal control structure was communicated to the Board of Trustees of Sauk Valley Community College District 506 in a separate report dated October 2, 1991.

We also have the following comments and suggestions for your consideration.

#### Loss of Interest Income

During our audit of the Bookstore Fund we noted that there was an average cash balance in the fund in excess of \$100,000. We also noted that the cash was maintained in a non-interest bearing account. Accordingly, we recommend that the Bookstore determine a reasonable operating cash balance and put the remaining amount in an interest bearing account.

We also noted the Educational Fund's portion of the investment pool held at Rock Falls National Bank was a negative balance (for several months), while the balance of the total investment pool was still positive. The negative balance is in effect an unauthorized loan from the Operations and Maintenance Fund and/or the Working Cash Fund. Based on our estimate the overdraft resulted in approximately \$7,800 in interest income being earned by the Educational Fund when in fact the funds used to earn it belonged to the Operations and Maintenance and Working Cash Funds. Accordingly we recommend the Educational Fund portion of this investment pool be returned to a positive balance as soon as possible and be maintained at a positive balance in the future. If a loan is to be made or if interest is to be permanently transferred from the Working Cash Fund to the Educational Fund, these transactions should be properly approved by the Board.

### Adult Basic Educating Grant Reports

During our testing of accounts receivable we noted that the final reports of the Adult Basic Education Grant Program were not prepared and given to the business office on a timely basis so that the accounting records could be adjusted prior to our audit. Prior to our adjustments, the Adult Education Grant accounts receivable subsidiary balance carried a credit balance of \$40,299. Of this amount, \$25,852 was actually due to the Educational Fund. We recommend that these reports be prepared more timely and directed to the business office so that year end adjustments can be timely made.

### Retiree Health Grant

In accordance with the rules of the ICCB as stated in the Fiscal Management Manual, the Retiree Health Grant is to be accounted for in a restricted account within the Restricted Purposes Fund. We noted during the audit that this grant was not being accounted for in any fund. We recommend this grant be recorded in the Restricted Purposes Fund to comply with the regulations of the grant.

### Credit Hour Grant

During our ICCB enrollment audit, we noted several minor errors in entering the mid-term deficiencies on the computer system. When this is not posted properly, students are often counted who should not qualify for the apportionment grant. While the errors were minor, we suggest that the College more carefully compare the mid-term class lists to the deficiency report to assure that all deficiencies have been properly entered. This can be done by the admissions office staff as an internal control procedure and would improve the accuracy of the apportionment claim.

### Foundation Contract

Effective April 1, 1990, the College and the Foundation entered into a contract to allow the Foundation to manage, invest and otherwise hold gifts presented to the College. Pursuant to this agreement, the Foundation currently manages the Endowment Challenge Grant funds that were received by the College and subsequently transferred to the Foundation.

According to this Agreement, the Foundation is required each month to furnish to the College Treasurer, an accounting, a list of investments, and a report of the Foundation's activities with gifts turned over to the Foundation by virtue of the agreement. During our June 30, 1990 audit we noted that these reports were not being completed and found that the problem still existed during the current audit. Accordingly, we recommend these reports be prepared in accordance with the agreement and submitted to the College Treasurer as soon as possible.

### Data Processing Controls

During last year's audit we made inquiries of the data processing staff to gain a better understanding of the computer system and its functions. In particular, we completed an internal control checklist that outlines the recommended controls necessary to reduce potential weaknesses within the Data Processing Department. During our June 30, 1991, audit, we again made inquiries of the data processing staff. As a result of these inquiries, we noted that some of the weaknesses that existed at June 30, 1990, have been improved upon; however, there are still some unresolved internal control weaknesses within the Data Processing Department. These weaknesses have been communicated to both the Director of Information Systems, and the College Treasurer. We have also provided a copy of our checklist to the Director of Information systems to assist him in correcting the unresolved weaknesses.

It is our understanding, that the use of the data processing system will continue to increase in the near future, thus increasing the complexity of the system. As the system becomes more complex, internal controls will become increasingly important. As mentioned above the control weaknesses that we noted have been communicated to the appropriate College staff. While there are several minor weaknesses, we believe that the most critical weaknesses are the lack of documented emergency procedures and a written disaster plan. We believe these policies should address how a data processing emergency will be handled by College staff as well as how the data processing needs of the College would be served in the event that the computer system became inoperable. Accordingly, we again suggest that the above procedures as well as the other controls noted in our checklist be considered as soon as possible.

\* \* \* \* \*

This report is intended solely for the information and use of the Board of Directors, management, and other authorized individuals within the organization.

*Lindgren, Callahan, Van Osdol & Co. Ltd.*

October 2, 1991

For Board Meeting of  
October 28, 1991

Agenda Item F-6

**ISBE/IDPA CONTRACT**

For many years, we have been providing adult educational services through a contract with the Illinois State Board of Education for people whose schooling has been interrupted. The contract is basically unchanged for 1991-92.

**RECOMMENDATION:** Board approval of the ISBE/IDPA contract to purchase adult education services from Sauk Valley Community College for 1991-92.

For Board Meeting of  
October 28, 1991

Agenda Item F-7

**CATALOG BIDS**

We have advertised for bids to print the 1992-94 Sauk Valley Community College Catalog and the results are attached. Two years ago we paid \$12,711 for our order of 10,000.

**RECOMMENDATION:** Board approval to award the base bid of \$12,785 by Gilliland Printing of Arkansas City, Kansas to print 12,500 college catalogs.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 \* 815/288-5511

**MEMORANDUM**

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TO: Dr. Richard Behrendt  
FROM: Ron Appuhn *Ron*

DATE: October 21, 1991  
SUBJECT: College Catalog Bids

After due advertisement, the college received four sealed bids for the printing of the college catalog. The bid opening information sheet is attached.

The low bid of \$12,785 by Gilliland Printing (Arkansas City, Kansas) meets bid specifications.

I recommend acceptance of the base bid of \$12,785 by Gilliland Printing for 12,500 copies of the college catalog.

n  
att

SAUK VALLEY COMMUNITY COLLEGE

BID OPENING - COLLEGE CATALOG

October 18, 1991

1:00 p.m. - Business Office

Present for Bid Opening: Ron Appuhn, Bobbi McBride, Marilyn Vinson

<u>Name of Bidder</u>	Base Bid <u>12,500 Catalogs</u>	Additional Cost ± 1,250 Catalogs
Thrift-Remsen Printers Rockford, IL	\$19,553	+ \$1,104 - \$1,048
Rich Printing Company Nashville, TN	\$12,985	± \$741 (per 1,000)
Maquoketa Web Printing Maquoketa, IA	\$13,008	Not Stated
Gilliland Printing Arkansas City, KS	\$12,785	+ \$1,119 - \$ 883

For Board Meeting of  
October 28, 1991

Agenda Item F-8

DISPOSITION OF OBSOLETE EQUIPMENT

Since we have accumulated some obsolete equipment, we are requesting permission to dispose of the items on the attached list.

RECOMMENDATION: Board approval of the attached list of obsolete items for disposition.



SAUK VALLEY  
COMMUNITY  
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 \* 815/288-5511

**MEMORANDUM**

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TO: Dr. Behrendt

DATE: October 17, 1991

FROM: Ron Appuhn *Ron*

SUBJECT: Disposition of Obsolete Equipment

I have attached a list of obsolete equipment for disposition. In accordance with Board policy 304.01, I recommend that we ask Board approval for disposition of these items.

n  
att

**SAUK VALLEY  
COMMUNITY  
COLLEGE**

173 IL Rt. 2, Dixon, IL 61021 \* 815/288-5511

**MEMORANDUM**

TO:	Ron Appuhn	DATE:	10-17-91
FROM:	Ross Herren <i>RH</i>	SUBJECT:	Finalized composite list
	DESCRIPTION	LOCATION	SVCC #
2	RADIO SHACK MODEL III MICROCOMPUTER	2F5	
1	APPLE III MICROCOMPUTER	T2	
1	NEC MICROCOMPUTER	T2	
1	NEC MONITOR	T2	
1	LEADING MONITOR	T2	
3	OKIDATA PRINTS MICROLINE 193	T2	
1	SCOREBOARDS W/SHOT CLOCKS	T2	
1	LITE CONTROL PANEL	AHU #1	
1	SUN HEADLITE AIMER	AUTO SHOP	
1	SUN VOLT/AMP TESTER	AUTO SHOP	
1	SUN BST 11 BATTERY STARTER TESTER	AUTO SHOP	
1	SNAP-ON MT 540 (GENERATES TESTER) (NOT CABINET)	AUTO SHOP	
1	SUN 500 DIST. TESTER (NOT CARDS)	AUTO SHOP	
1	BUSHMAN BUBBLE WHEEL BALANCER	AUTO SHOP	
1	ENGINE HOIST (OLD ONE)	AUTO SHOP	
1	WHEEL ALIGNMENT CABINET	T1	
1	COMBUSTION ANALYZER	T1	
1	KEY MACHINE	FURN ST RM	

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>SVCC #</u>
1	MC CORMICK FARMALL TRACTOR	BTM BARN	-----
1	CHEV LADDER TRUCK	TOP BARN	739
1	PORTABLE RAMP FOR PICK-UP	BTM BARN	-----
1	20 SECTION OF WOODEN SNOW FENCE		-----
2	WORK TABLE	AHU #6	-----
1	AIR COMPRESSOR	AHU #6	VE2924
1	AIRCO WELDING MACHINE S.N. RH110 180 (CU-300 II)	AHU #6	-----
1	DRILL PRESS	MAINT SHOP	VE3694
1	HAND DRILL STAND 1/2 BLACK AND DECKER	MAINT SHOP	-----
1	ROCKWELL COMPACT TOOL DRILL PRESS	WOOD SHOP	VE3685
2	CASH REGISTERS	"BB" ROOM	-----
1	REGAL SPA	AHU #1	-----
1	DOERR SANDER	AHU #1	VE6114
1	12" BAND SAW (CRAFTSMAN)	AHU #1	VE1394
3	CRAFTSMAN SANDERS, BELT 4"	AHU #1	-----
1	BABY SCALE, 60#, CONTINENTAL SCALE COMPANY	AHU #1	-----
NUMEROUS	WINDOW SHADES	T1	-----
1	ROLLING FILE	FURN RM	-----
3	SMALL ROUND TABLES	FURN RM	-----
1	SMALL SQUARE TABLES	FURN RM	-----
1	COMFORT STATION (2 CHAIRS W/TABLE IN MIDDLE)	FURN RM	-----

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>SVCC #</u>
24	OFFICE OR VISITOR CHAIRS VINYL, YELLOW	FURN RM	-----
8	DESK CHAIRS (GOLD/BROWN) (ROLLING)	FURN RM	-----
13	SECRETARY CHAIRS	FURN RM	-----
14	TUB TYPE CHAIRS	FURN RM	-----
4	EXECUTIVE DESK CHAIRS (BLUE)	FURN RM	-----
22	TUB TYPE DESK CHAIRS (BROWN)	FURN RM	-----
NUMEROUS	DAMAGED TABLET-ARM CHAIRS	FURN RM	-----
3	LONG BLACK LAB TOP TABLES	FURN RM	-----
1	OVERSTUFFED COUCH	FURN RM	-----
2	OVERSTUFFED CHAIRS	FURN RM	-----
1	ROUND, LOW TABLE	FURN RM	-----
1	GREY INDEX CARD FILE	FURN RM	-----
1	CARD TABLE	FURN RM	-----
1	LOW STAND TO HOLD PAPER MATERIALS	FURN RM	-----
2	LARGE STUDY CARRELS	FURN RM	-----
NUMEROUS	CARRELS	L2	-----
NUMEROUS	HIGH BACK PLAID & RED CHAIRS	FURN RM	-----
1	BLUE PRINT READING TABLE	HALL	-----
1	OAK TABLE TOP FOR WOOD SHOP	HALL	-----
1	SOLID STRAIGHT TABLE 2 1/2 x 5	HALL	-----

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>SVCC #</u>
1	POLAROID PROCESS UNIT	3E8	-----
9	NURSING BEDS	T2	-----
1	#9038485 IBM SELECTRIC TYPEWRITER	FURN RM	446
1	#2026788 IBM SELECTRIC II	FURN RM	644
1	#1395408 ROYAL ELECTRIC 800 (1E8)	FURN RM	-----
1	#1096502 IBM SELECTRIC II	FURN RM	610
1	OLYMPIA INTERNATIONAL MODEL X-U2	FURN RM	-----
1	#5251572 IBM SELECTRIC	FURN RM	209
1	#9036779 IBM SELECTRIC	FURN RM	530
8	CINCINNATI CLOCKS	FURN RM	-----
1	IBM CLOCK	FURN RM	-----
1	SETH THOMAS CLOCK	FURN RM	-----
5	ALUMINUM CASES NOTE: (2) HAVE ST OF IL # 12811 ST OF IL # 17268	FURN RM	VE5494 VE5397
1	S.N. 96037 5600 PITNEY BOWES MAIL MACHINE	FURN RM	1037
1	SILVER CHRISTMAS TREE	FURN RM	-----
1	WOOD SHUTTERS	FURN RM	-----
1	COUCH	FURN RM	-----
3	UPHOLSTERED CHAIRS	FURN RM	-----
1	KITCHEN MIXER	2ND FL KIT	-----
1	ROYAL 440	FURN RM	221
NUMEROUS	TELEPHONES	FURN RM	-----

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>SVCC #</u>
1	CARD HOLDER	FURN RM	VE4037
1	METAL CHILD'S CRIB	2E8	-----
1	IBM CORRECTING SELECTRIC II #2704112	FURN RM	-----
NUMEROUS	INTERIOR DOORS FORMERLY ON TEMPORARY BUILDING	T-1	-----
	DISK DRIVES-MICROCOMPUTERS	BASEMENT	-----
	PRINTER SWITCH BOXES	BASEMENT	-----
	CABLE	BASEMENT	-----
	TAPE SEALS	BASEMENT	-----
	NEC MICROCOMPUTER WITH 8 INCH DISKETTE	COMPUTER CENTER	-----
1	POSTER PRINTER MACHINE WITH TYPE	BASEMENT	-----
4	HITACHI DUAL TRACE 35 MHZ OSCILLOSCOPES: VE #6462, VE #6463, VE #6465, VE #6467	2H8	-----

pd

REF: 91SALE  
WP51

For Board Meeting of  
October 28, 1991

**Agenda Item F-9**

**PROTECTION, HEALTH AND SAFETY PROJECTS**

In November, the Board will be asked to continue our 5 cent levy for Protection, Health and Safety projects. The primary use of these funds in the past was to replace all college roofs.

After much campus discussion, we have identified five projects in priority order that could be completed using the Protection, Health and Safety tax levy. Obviously, these amounts exceed the annual tax yield (\$330,000), but we would like to get Board approval as part of our long-range plan for use of these monies.

**RECOMMENDATION:** Board approval of the attached resolution to approve the Protection, Health and Safety projects for submission to the ICCB.



MEMORANDUM

TO: Dr. Richard Behrendt  
FROM: Ron Appuhn *Par*

DATE: October 21, 1991  
SUBJECT: Protection, Health & Safety Projects

Staff and students have identified the following five projects for funding through the Protection, Health, and Safety tax levy:

1. Exterior Lighting Repairs and Alterations - Exterior wiring is neither totally buried in conduit nor completely grounded. Lighting fixtures contain inefficient lamps and are not segregated by areas. Also, emergency call-in stations should be considered for improved parking lot safety. (Estimated cost \$417,064)
2. Handicapped Accessibility Project - Several areas of the college do not meet handicapped accessibility code, primarily regarding door handles, restroom facilities, water fountains, stair landings, and outside access to the south side of the building. (Estimated cost \$226,926)
3. Elevator Overhaul - Our three elevators need to be overhauled to improve safety. In addition, the elevators do not meet handicapped accessibility code. (Estimated cost \$108,973.70)
4. Gymnasium Bleacher Repair/Replacement - Our bleachers have deteriorated with age such that they are not as safe for movement or seating as they should be. The bleachers also do not provide wheelchair accessibility. (Estimated cost \$106,139)
5. Chiller Control Repairs - The chillers need a general overhaul to ensure reliability, especially regarding controls. (Estimated cost \$27,720)

These projects are physical plant needs that have evolved over time and will have to be done eventually. In addition, underground storage tank removal will have to be addressed in the future. An asbestos study and management plan needs to be done, but the cost is below the \$25,000 minimum for approval of a protection, health and safety project.

The exterior lighting problem (#1) may be fundable through Site and Construction (Building Bond Proceeds) for money, since full conduits and grounding should have been included with the original construction. I will review this possibility with Mr. Pace before the Board meeting. We will also discuss whether the original contractors or architects have any liability.

The maximum yearly tax levy for protection, health and safety projects is five cents, yielding around \$330,000. It is unlikely that every project can be funded in calendar 1992 with the levy, even with the complete deletion of the

Memorandum to Dr. Behrendt

October 23, 1991

Page Two

exterior lighting project. Passage of the resolution will give us flexibility to complete as many projects as possible. ICCB approval of the projects is required.

I recommend that we seek Board approval of the attached resolution regarding these projects. The five cent levy will be part of the total tax levy to be presented to the Board in November. We have been levying five cents for protection, health and safety projects for several years.

For Board Meeting of  
October 28, 1991

Agenda Item H-1

**PART-TIME FACULTY**

The attached list of part-time instructors for the 1991-92 school year is submitted for Board approval.

RECOMMENDATION: Board approval of the attached list of part-time faculty for the 1991-92 school year.

**SAUK VALLEY COMMUNITY COLLEGE**  
**MEMORANDUM**

**DATE:** October 21, 1991  
**TO:** Dr. Behrendt  
**FROM:** Virginia Thompson  
**SUBJECT:** New Part-time Faculty

The following new part-time faculty will be teaching at the Dixon Correctional Center beginning November 1. These instructors need to be approved by the SVCC Board of Trustees.

S. Rae Hoey	Math
Susan Laufersweiler	Psychology
Duane West	Math

js

For Board Meeting of  
October 28, 1991

Agenda Item H-2

#### ADMINISTRATIVE APPOINTMENTS

One of the first tasks completed by Vice President Appuhn during his first month of employment with the college was to revise the administrative structure in the Business Office and advertise for a Business Manager and Coordinator of Personnel Services, in addition to the Director of Buildings and Grounds.

Search committees were formed, references checked and on-campus interviews were completed. In addition to the on-campus visit by the Director of Buildings and Grounds candidate, the committee made an on-site visit to talk to employees and view his current college's buildings and grounds.

Upon the recommendation of Vice President Appuhn, the search committees, and other staff that were involved in the the search processes, we are recommending the following appointments:

**RECOMMENDATION:** Board approval to appoint Mary Cris Canfield to the position of Coordinator of Personnel Services, effective November 18, 1991 at an annual (to be pro-rated) salary of \$33,000.

Board approval to appoint Cynthia K. Watkins to the position of Business Manager, effective November 18, 1991 at an annual (to be pro-rated) salary of \$37,500.

Board approval to appoint James A. Reynolds to the position of Director of Buildings and Grounds, effective December 1, 1991, at an annual (to be pro-rated) salary of \$39,500.

TO: Dr. Behrendt  
FROM: Ron Appuhn *for*

DATE: October 17, 1991  
SUBJECT: Recommendation - Coordinator  
of Personnel Services

I am pleased to recommend M. Cris Canfield for the position of Coordinator of Personnel Services, effective November 18, 1991. This recommendation is the result of an extensive national search and is the unanimous choice of the Search Committee and other staff involved in the process.

#### Qualifications

Cris holds a Bachelors of Arts degree in Social Science from State University of New York-College at Oswego. She has also completed courses in graduate work and has attended numerous professional development seminars on personnel.

Cris' experience encompasses seven years in personnel-related jobs and five years as the owner of a retail and mail-order business. She comes to us from four years as Assistant Director of Personnel at St. Lawrence University (NY). Prior to this she was a personnel consultant to St. Lawrence University (one year) and a salary administrator for Mutual Life Insurance Company in Syracuse, New York (two years). She owned and operated a retail and mail-order business in Canton, New York (5 years) that sold specialized uniforms and related supplies.

Cris has been active in community service, committee work, and professional organizations.

#### References

The Search Committee contacted five references, all related to Cris' work at St. Lawrence University.

All of Cris' references praised her competency and ability to work with people. Her duties at St. Lawrence University greatly paralleled the duties to be performed here. Cris is described as highly personable, well organized, a hard worker, sensitive, service oriented, understanding, and genuinely interested in the personnel field.

Cris is a team player with a good understanding of higher education. She enjoys the smaller school and smaller town atmospheres.

Memorandum to Dr. Behrendt

October 17, 1991

ge Two

### The Search Process

The position of Coordinator of Personnel Services was advertised in the Chronicle of Higher Education, The Sterling Daily Gazette, the Dixon Evening Telegraph, the Rockford Register Star, and the Quad City Times. The position announcement was sent to thirty college and university placement offices, was sent to every Illinois community college personnel office, and was distributed internally. Eighty-four applications were received. The Vice President of Business Services, the Vice President of College Advancement, and the Coordinator of Student Support Services screened the applications for minimum qualifications. Twenty applications were considered by the Search Committee.

The members of the Search Committee included Ron Appuhn, Vice President of Business Services; Jane Dorman, Coordinator of Student Support Services; Debi Hill, Instructor of English; Dick Holtam, Dean of Health and Community Services; Karen Kylen, Vice President of College Advancement; Carol Linton, Accounting Assistant III; and Jim Riley, Maintenance Mechanic II.

The Search Committee selected eight candidates for reference checks. Three candidates were interviewed during September 27 through October 9.

In addition to the Search Committee, the candidates met with the President, Vice Presidents, the Director of Marketing and Public Relations, Business Office staff, the Director of Business and Economic Development, the Coordinator of Counseling, and the Classified Staff Advisory Committee. An open reception was held for each candidate.

Mr. Ronald E. Appuhn  
Vice President of Business Services  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021-9188

AUG 26

August 22, 1991

Dear Mr. Appuhn,

Enclosed please find my resume in response to your advertisement for the position of Coordinator of Personnel Services. As you will see from my resume, I have several years experience as the Assistant Director of Personnel at St. Lawrence University. As the Assistant Director, I was responsible for recruitment, wage and salary administration, record keeping and reporting. I also revised handbooks and participated in Union negotiations, and developed and provided training programs for our employees.

I am certain that I have the qualities you seek in this position and am available to discuss this position with you at your convenience. I can be reached at (315)386-4769.

Thank you for your interest in my application; I look forward to hearing from you.

Sincerely,

M  
46 Buck St. #3  
Canton, N.Y. 13617

References:

Mr. Thomas Coakley (315)379-5656  
Assistant Vice President/Business & Finance  
St. Lawrence University, Canton, N.Y. 13617

Mr. Loel Greene (315)379-5584  
Affirmative Action Officer  
St. Lawrence University, Canton, N.Y. 13617

Ms. Brenda Mattice-Thurman (315)379-5749  
Director of Upward Bound  
St. Lawrence University, Canton, N.Y. 13617

TO: Dr. Behrendt  
FROM: Ron Appuhn *RA*

DATE: October 17, 1991  
SUBJECT: Recommendation - Business Manager

I am pleased to recommend Cynthia K. Watkins for the position of Business Manager, effective November 18, 1991. This recommendation is the result of an extensive national search and is the choice of the Search Committee and other staff involved in the search process.

Cindy holds a Bachelor of Science degree in Accounting from Southern Illinois University-Carbondale. She is a Certified Public Accountant and regularly takes courses to maintain professional knowledge and update her license to practice public accounting.

Cindy's experience encompasses over thirteen years in accounting and business management. She comes to us from four years as Accounting Manager at the City of Carbondale, Illinois. Prior to this she held accounting and management positions for three private companies in southern Illinois (four years) and accounting and manager position for a CPA firm (five years).

Cindy is an active member of the Audobon Society. This interest has brought her to our area several times.

#### References

The Search Committee contacted five references, including personnel at the City of Carbondale, current and former external auditors of the City of Carbondale, and a former supervisor with Gray Hunter Stenn.

All of Cindy's references praised her technical and communication skills. Several noted her exceptional ability to handle accounting reports, procedures, and work papers, as well as excellent computer skills. She is respected as a good supervisor.

Cindy is a strong team player, and her relationship with both internal and external constituencies are outstanding. She is very cognizant of the service orientation of a community college.

Memorandum to Dr. Behrendt

October 17, 1991

Page Two

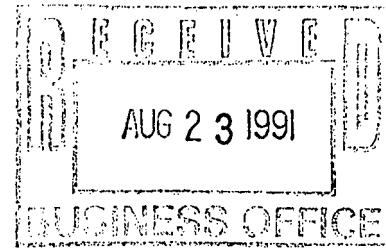
The Search Process

The position of Business Manager was advertised in the Chronicle of Education, the Gazette, the Dixon the Rockford Star, and the Times. The position announcement was sent to thirty college and university placement offices, was sent to every Illinois community college personnel office, and was distributed internally. Thirty-three applications were received. The Vice President of Business Services screened the applications for minimum qualifications. Nine applications were considered by the Search Committee.

The members of the Search Committee included Ron Appuhn, Vice President of Business Services; Nancy Breed, Secretary to the Vice President of Business Services; Walt Clevenger, Director of Information Systems; Patt Dawson, Secretary of Buildings and Grounds; Dennis Day, Assistant Professor of Data Processing; Mike Hustad, Coordinator of Title III; and Mike Seguin, Dean of Arts, Social Sciences and Physical Education.

The Search Committee selected four candidates for reference checks. Two candidates were interviewed during September 20-25.

In addition to the Search Committee, the candidates met with the President, Vice Presidents, and Business Office staff. An open reception was held for each candidate.



P.O. Box 2154  
Carbondale, IL 62902-2154  
August 23, 1991

Mr. Ronald E. Appuhn  
Vice President of Business Services  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021-9188

Dear Mr. Appuhn:

I am writing to apply for the business manager position as listed in the College's notice of vacancy. I received a bachelor of science in accounting at Southern Illinois University, Carbondale in 1977 and my certified public accountant certification in 1981.

I have had extensive experience in the management of automated accounting systems and the use of personal computers. My four years of fund accounting experience at the City of Carbondale has provided me with the knowledge and skills necessary to be of value to the College. I have worked closely with the city's auditors and for the past three years have been solely responsible for the preparation and publication of the annual report. This experience, complemented by a broad range of other practical work experiences I have obtained from working for a certified public accounting firm and private businesses, has provided me with the qualifications that would be useful for the college. I enclose a resume, with references, containing more detailed information about me and my experience.

I would appreciate the opportunity to discuss my qualifications with you. I will be available for an interview any time at your convenience.

Sincerely yours,

*Cynthia K. Watkins*  
Cynthia K. Watkins

Enc: Resume



SAUK VALLEY  
COMMUNITY  
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 \* 815/288-5511

## MEMORANDUM

TO: Dr. Behrendt  
FROM: Ron Appuhn *R.A.*

DATE: October 23, 1991  
SUBJECT: Recommendation - Director of  
Buildings and Grounds

I am pleased to recommend James A. Reynolds for the position of Director of Buildings and Grounds, effective December 1, 1991. This recommendation is the result of an extensive national search and is the choice of the Search Committee and other staff involved in the search process.

Jim holds a Bachelor of Arts degree in Industrial Arts from William Penn College. Jim also attended Garrett Theological Seminary at Northwestern University for three summers. He expressed interest in pursuing a Master's degree in Public Administration.

Jim's experience encompasses five years in physical plant management of a private college. He comes to us from three years as Director of Buildings and Grounds at William Penn College in Oskaloosa, Iowa, where he also served two years as Director of Student Work, Housekeeping, and Special Maintenance Projects. Prior to this he operated a land improvement and building construction business (thirteen years), worked as a millwright crew foreman (two years), taught industrial arts (three years), and has been a church pastor (eight years).

Jim is a member of professional organizations, community groups, and campus committees.

### References

The Search Committee contacted four references, including current and former colleagues at William Penn College. Four committee members toured his campus on October 22 and met with several colleagues and subordinates.

References praised Jim's ability to manage both the technical and personnel aspects of his position. His overall knowledge of plant operations is very good, due to his work ethic and to his experiences both as a physical plant director and as an individual with a diverse work-related background. Jim's open communication style is well-suited for an educational environment.

Jim is a strong team player, and his relationships with both internal and external constituencies are outstanding. He is a strong advocate of service to all college entities. Strong staff development and safety training are integral parts of his management philosophy.

Memorandum to Dr. Behrendt  
October 23, 1991  
Page Two

The Search Process

The position of Director of Buildings and Grounds was advertised in the Chronicle of the Gaze tte, the Dixon the Rockford Sta r, and the T imes. The position announcement was sent to thirty college and university placement offices, was sent to every Illinois community college personnel office, and was distributed internally. Twenty-nine applications were received. The Vice President of Business Services screened the applications for minimum qualifications. Nineteen applications were considered by the Search Committee.

The members of the Search Committee included Ron Appuhn, Vice President of Business Services; Nancy Breed, Secretary to the Vice President of Business Services; Zollie Hall, Dean of Business, Technology, and Natural Sciences; Ross Herren, Interim Director of Buildings and Grounds; Bobbi McBride, Director of Marketing and Public Relations; Frank Palumbo, Associate Professor of Physical Education and Athletic Director; Rex Schmall, Maintenance Mechanic II; and Dave Youker, Professor of Biology.

The Search Committee selected four candidates for reference checks. Three candidates were interviewed during October 11-18.

In addition to the Search Committee, the candidates met with the President, Vice Presidents, and Buildings and Grounds staff. An open reception was held for each candidate.

n

James A. Reynolds  
1151 Clearview Drive  
Oskaloosa, Iowa 52577

August 16, 1991

Mr. Ronald E. Appuhn  
Vice President of Business Services  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021-9188

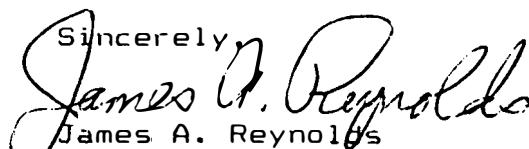
Dear Vice President Appuhn:

Please accept this letter as my application for the position of Director of Buildings and Grounds. My last five years of employment have been at William Penn College. Before that I was self-employed for nine years.

At William Penn College I have been very successful boosting the image of the college by improving the appearance of the grounds and by cooperation with staff, regulatory agencies, and others who use our facilities. My staff and I take pride in the improved appearance of the campus and our quick response to work orders. It is my responsibility to regularly inspect and maintain all campus equipment: roofs, walks, HVAC, pumps, lighting, etc.

At William Penn it has been my goal to give the best service and response time to every campus need with a very limited staff and budget. To boost morale I have involved staff in decision-making and goal setting. Together we have received recognition for training in boilers, locksmithing, and computer controlled HVAC systems. It has also been my initiative to: replace a "break-down" response system with a preventive maintenance system that is greatly improving our "up time"; bring William Penn into compliance on "right to know" and fire code regulations; reduce annual energy consumption by over 10%; select and install a software package that helps manage inventory, equipment, projects, vehicle fleet, personnel, work orders, and budget.

Thank you for considering my application. I realize that if I become a serious candidate you may request additional references from William Penn College. At this stage however, I would respectfully request that my application be kept confidential at this institution. I look forward to meeting with you in the near future to discuss how I might serve Sauk Valley Community College.

Sincerely,  
  
James A. Reynolds  
Director of Buildings and Grounds

For Board Meeting of  
October 28, 1991

Agenda Item I-1

DONATION

We have received a donation of five hydraulic pumps for our Diesel Technology Program from Gary Lawrenz of Lawrenz Service Center.

RECOMMENDATION: Board approval to accept the above donation and send a letter of appreciation to Gary Lawrenz of Lawrenz Service Center.



# RESEARCH NOTE

Issue #4 10/31/91  
 from Steve Cordogan  
 Director of Student Research  
 Sauk Valley Community College

## COMPARISON OF SVCC FALL STUDENT PROFILES BETWEEN 1989 AND 1991

A comparison of Fall Student Profiles (data from Carol Cullum, admissions) yielded the following changes.

	1989	1991	% Change
Total Student Head Count	2569	2856	+11.2%
Total Student Credit Hours	21331	24862	+16.6%
Full-Time Equivalency (15 hours)	1422.1	1657.5	+16.6%
Mean Student Credit Hour Load	8.3	8.7	+ 4.8%
Full-Time Head Count (12 hours or more)	967	1110	+14.8%
Part-Time Head Count (under 12 hours)	1602	1746	+ 9.0%
Male	1020	1133	+11.1%
Female	1549	1723	+11.2%
Age (Mean)	29.0	28.7	- 1.0%

BILLS PAYABLE

October 28, 1991

EDUCATION FUND

191-000-550	ROCK RIVER COUNTRY CLUB	Edison Retirement Party	18014	\$ 480.70
	VOID CHECK		18015	
138-000-550	DR. BRUCK WICKS	Workshop fee	18016	140.00
110-812-550	SUNNY TRAVEL CENTER	Travel-Hall	18017	242.00
	SVCC PAYROLL FUND	9-30-91 Payroll	18018	196,991.62
110-810-547	RON APPUHN	Reimb. Pow Wow costumes-15.22		
138-000-541.01	x x	x x x	15.22	
181-000-541.01	x x	x x x	15.24	
182-000-541.01	x x	x x x	15.22	
196-000-541.01	x x	x x x -30.44	18019	91.34
176-000-575	CENTEL	Service	18020	3,065.06
192-000-554	CYNTHIA WATKINS	Interview Expense	18021	192.50
110-813-550	I.C.C.C.A.	Conf. fees	18022	75.00
192-000-554	KEVIN APPLETON	Interview Expense	18023	520.42
110-812-550	ZOLLIE HALL	Travel advance	18024	621.00
10-818-550	CAREER TRACK MS 2	Seminar - 44.00		
120-000-550	x x x	x x	44.00	
138-000-550	x x x	x x	132.00	
181-000-550	x x x	x x	44.00	
182-000-550	x x x	x x	44.00	
196-000-550	x x x	x x	44.00	18025 352.00
110-300-550	I.A.E.E.E.	Conf. reg.	18026	150.00
192-000-544.02	POSTMASTER	Bulk mailing	18027	198.90
181-000-550	AMERICAN EXPRESS	Pres. travel	18028	312.57
	SVCC PAYROLL FUND	10-15-91 Payroll	18029	196,044.07
192-000-521	PRUDENTIAL	Oct. premium	18030	58,335.52
110-400-541.02	UNIVERSITY OF ILLINOIS	Supplies - 196.00		
110-500-541.02	x x x	x x 86.00	18031	282.00
				\$458,094.70
4.61.547.00	AAA PHOTOGRAPHIC	PUB RELA	18.032	104.26
4.00.546.00	A.A.C.J.C.	DUES	18.033	1,440.00
4.00.541.01	A C T PROGRAM	SUPPLIES	18.034	76.95
4.30.541.02	A.S.A.	SUPPLIES	18.035	140.80
	ACTIVISION ELECTRIC	SUPPLIES	18.036	54.80
4.81.547	AMBOY NEWS	PUB RELA	18.037	18.00
4.00.545.00	AMERICAN SOC OF CLINICAL PATHOL	BOOKS	18.038	131.25
4.00.550.00	VOID CHECK		18.039	.00
4.30.541.02	RON APPUHN	TRAVEL	18.040	202.75
4.71.534.00	ARATEX SERVICES	SUPPLIES 14.50		
4.51.2541.01	x x	888.22	18.041	902.72
4.71.2541.02	A.I.M.S.	DUES	18.042	35.00
4.71.2541.02	BADGER MEDICAL SUPPLY	SUPPLIES 62.15		
4.71.6541.02	x x	83.17	18.043	145.32

0.714.541.02	BALDWIN COOKE CO INC	SUPPLIES	9.49	
0.714.541.02	X X		18.98	
0.814.541.01	X X		18.98	
0.814.541.01	X X		18.98	
1.000.541.01	X X		18.98	
0.000.541.01	X X		37.96	
1.000.541.01	X X		9.49	
2.000.541.01	X X		66.42	
0.000.541.01	X X		9.49	
0.000.541.01	X X		18.044	203.77
0.000.540.00	BAKER & TAYLOR	BOOKS	18.045	2406.95
0.000.540.00	BAKER & TAYLOR	BOOKS	18.046	689.41
1.000.559.00	RICHARD L BEHRENDT	EXPENSES	18.047	400.00
5.000.534.01	BELL ATLANTIC	MAINT CONTR	18.048	4343.29
3.000.541.02	MATTHEW BENDER CO	SUPPLIES	18.049	59.10
2.000.554.00	BESTWESTERN BRANDYWINE LODGE	RECRUITMENT EXP	18.050	328.31
7.000.593.00	BLACK HAWK COLLEGE	CHARGEBACK	18.051	918.00
2.000.550.00	BRANDYWINE RESTAURANT	MEALS	18.052	15.00
0.800.542.00	BUTLER PAPER CO	SUPPLIES	18.053	603.51
0.712.541.02	CGH HOME HEALTH CENTER	SUPPLIES	18.054	9.36
0.814.541.01	CTB NCLEX	SUPPLIES	18.055	200.00
0.000.541.01	C T B	SUPPLIES	18.056	134.42
0.600.541.02	CAROLINA BIOLOGICAL SUPPLY	SUPPLIES	18.057	253.42
0.000.565.00	CENTRAL SCIENTIFIC CO	EQUIPMENT	18.058	1790.70
0.000.550.00	WALTER CLEVINGER	TRAVEL	18.059	75.65
0.400.541.02	COAST COMMUNITY COLLEGE DIST	SUPPLIES	18.060	38.00
0.300.550.00	JEAN COGDALL	TRAVEL	18.061	89.07
0.712.541.02	COLONIAL HOSPITAL SUPPLY	SUPPLIES	11.40	
0.713.541.02	X X		11.40	
0.716.541.02	X X		114.95	
1.000.535.00	COMMUNITY UNIT DIST 5	LEGAL FEES	18.062	137.75
0.811.550.00	CONSOLIDATED MANAGEMENT CO	SERVICES	130.25	
0.813.543.02	X X	TEACHING FEE	1750.00	
0.813.550.00	X X		68.38	
0.814.550.00	X X		55.00	
0.814.550.00	X X		15.67	
0.000.550.00	X X		26.00	
0.000.554.00	X X		23.44	
0.000.550.00	X X		8.27	
0.000.550.00	X X		201.98	
0.000.550.00	X X		55.45	
0.000.554.00	X X		398.30	
0.714.541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	18.064	2732.74
0.000.541.00	CURTIS 1000	SUPPLIES	18.065	664.66
0.000.541.01	X X		540.68	
0.000.541.03	DAWSON	MAGAZINES	18.066	914.36
0.300.541.02	DIXON GARAGE SUPPLY CO	SUPPLIES	18.067	226.60
0.000.534.00	DIXON PUBLIC LIBRARY	TELECOMM	18.068	293.67
0.000.535.00	DIXON PUBLIC SCHOOLS	LEGAL FEES	18.069	306.02
0.145.41.01	R K DIXON CO	SUPPLIES	18.070	11.64
0.15.547.00	DIXON TELEGRAPH	PUB RELA	3565.96	30.80
0.000.544.02	X X	PATHFINDER POSTAGE	2806.43	
0.000.547.00	X X	ADS	22.95	
		18.072	6395.34	

4,300.541.02	NATIONAL BOOK CO	SUPPLIES	18.073	10.82	
2,200.541.02	FLORALCREST FLORIST & GREENHOUSE	SUPPLIES	18.074	66.00	
5,000.550.00	DEB FLURAY	TRAVEL	18.075	12.00	
2,000.565.00	JOHN FLUKE MFG CO	EQUIPMENT	18.076	4,605.69	
4,000.541.02	FREY SCIENTIFIC CO	SUPPLIES	18.077	117.91	
2,014.541.02	FULD INSTITUTE	SUPPLIES	18.078	76.95	
2,000.545.00	GALE RESEARCH INC	BOOKS	18.079	96.72	
4,000.565.00	GAUMARD SCIENTIFIC CO	EQUIPMENT	18.080	419.97	
2,000.565.00	GOW MAC INSTRUMENT CO	EQUIPMENT	18.081	3,672.80	
2,300.541.02	GREAT LAKES AIRGAS	SUPPLIES	30.40		
2,714.541.02	X X	28.27	18.082	58.67	
2,012.550.00	ZOLLIE W HALL	TRAVEL	18.083	87.43	
1,000.550.00	WILLIAM RATNEY HARPER COLLEGE	MEETING	18.084	150.00	
2,712.541.02	HASKELLS	SUPPLIES	1164.27		
2,810.547.00	X X	40.98			
2,810.541.02	X X	29.97			
2,000.541.03	X X	138.00			
1,000.541.01	X	44.39			
2,000.541.01	X X	1412.36			
2,000.565.00	X X	149.60	18.085	2,979.57	
2,013.550.00	ANN HENDERSON	TRAVEL	18.086	13.00	
3,000.570.00	HUGHES BUSINESS TELEPHONES	SERVICE	18.087	1,466.44	
1,000.565.00	IBM CORPORATION	EQUIPMENT	28.00		
1,000.534.01	X X	SERVICE	1374.00	1,402.00	
2,712.541.02	IV SUPPORT SYSTEMS INC	SUPPLIES	18.088	126.00	
2,000.541.01	ILLINI TROPHY	NAME BADGE	4.00		
2,000.541.01	X X	X X 4.00	18.089	8.00	
	INDUSTRIAL ENGINEERING EQUIP		18.091	3,611.23	
2,000.541.02	INTERLAKE CONTINENTAL WATER	SUPPLIES	70.00		
2,714.541.02	X X	35.00	18.092	105.00	
2,300.541.02	JAMECO ELECTRONIC COMPONENTS	SUPPLIES	18.093	142.45	
2,000.549.00	JOSTENS	DIPLOMAS	18.094	317.34	
2,014.541.02	J P N	SUBSCR	18.095	23.00	
2,010.547.00	KROS BROADCASTING	PUB RELA	18.096	140.00	
2,012.550.00	KLOCKES	MEETINGS	18.097	22.39	
2,712.534.00	WAYNE KNOCKEL	HONORARIUM	18.098	25.00	
2,714.534.00	L & L XRAY	REPAIRS	18.099	202.50	
2,000.541.01	LIFESONG AUDIO	SUPPLIES	18.100	162.00	
2,010.550.00	ROBERTA J MCBRIDE	TRAVEL	18.101	377.22	
2,000.550.00	JOSEPH P MCDONALD	TRAVEL	18.102	95.03	
2,000.545.00	MACMILLAN PUBL CO	BOOKS	18.103	88.00	
2,800.525.00	MATHSOFT INC	!	18.104	284.75	
2,300.541.02	METRUM INFORMATION STORAGE	SUPPLIES	18.105	282.75	
2,712.534.02	MOUSER ELECTRONICS	SUPPLIES	18.106	75.94	
2,000.534.00	MUELLER AUDIO VISUAL	SERVICE	188.72		
2,000.534.00	X X	406.20			
2,000.544.01	X X	SUPPLIES	130.40	18.1	725.32
2,000.542.00	A M MULTIGRAPHICS	SUPPLIES		18.108	439.40
2,000.534.00	NCR CORPORATION	SERVICE CONTR			1,120.10
2,000.540.00	N A E I R	SUPPLIES			1,345.50

.600.541.02	NASCO	SUPPLIES	18.111	2,656.09
.613.534.00	N I L R C	SERVICE 862.40		
.600.541.03	X X	1740.00		
.600.544.01	X X	1668.62	18.112	4,271.02
.614.541.01	NATL COUNCIL OF STATE BOARDS OF NURSING	SUBSCR	18.113	30.00
.615.541.02	NEW READERS PRESS	SUPPLIES	18.114	68.00
.600.534.00	NORTHERN ILL LIBRARY SYS	MAINT	18.115	554.74
.614.541.02	NURSING EDUCATORS MICROWORLD	SUBSCR	18.116	34.00
.600.544.01	OSCO DRUG	SUPPLIES	18.117	15.14
.616.541.02	PACE PUBLICATIONS	SUBSCR	18.118	179.00
.600.550.00	DUANE PAULSEN	TRAVEL	18.119	32.12
.600.541.02	PERKIN ELMER CORPORATION	SUPPLIES	18.120	59.85
.600.541.01	PETERSONS	SUPPLIES	18.121	40.21
.100.534.00	PETERSON OFFICE SERVICE	SERVICE 3914.00		
.600.534.00	X X	377.06		
.200.537.00	X X	213.50		
.200.585.00	X X	1476.00	18.122	5,980.56
.200.539.00	POD NETWORK	SUPPLIES	18.123	100.00
.600.541.03	VOID CHECK		18.124	.00
.100.541.01	READERS DIGEST	SUPPLIES	18.125	12.70
.600.541.01	ROCK RIVER PRINTERS	SUPPLIES 946.50		
.600.541.01	X X	X X 946.50	18.126	1,893.00
.610.547.00	ROYAL PUBLISHING CO	PUB RELA	18.127	150.00
.711.541.02	SAM RUMA PLASTICS	SUPPLIES	18.128	2.00
.600.550.00	SANDI RYAN	TRAVEL	18.129	12.00
.100.541.02	SVCC BOOKSTORE	SUPPLIES 10.01		
.300.541.02	X X	1.39		
.310.541.02	X X	30.73		
.400.541.02	X X	154.37		
.410.541.02	X X	28.45		
.500.541.02	X X	102.76		
.500.541.03	X X	13.34		
.511.541.02	X X	8.05		
.512.541.02	X X	4.12		
.600.541.02	X	39.56		
.711.541.02	X X	1.57		
.712.541.02	X X	8.39		
.713.541.02	X X	3.10		
.714.541.02	X X	11.57		
.715.541.02	X X	21.25		
.716.541.02	X X	46.11		
.800.541.02	X X	.94		
.800.542.00	X X	4.12		
.810.547.00	X X	76.61		
.812.541.01	X X	7.37		
.813.541.02	X X	10.22		
.814.541.01	X X	33.91		
.815.541.02	X X	197.95		
.816.541.01	X X	4.30		
.800.544.01	X X	1.84		
.800.541.01	X X	112.84 (2.04)		
.800.541.01	X X	15.71		

CONTD NEXT PAGE

93.000.541.02	SVCC BOOKSTORE (CONTD)	SUPPLIES	7.56	
95.000.541.01	X X	13.79		
96.000.541.01	X X	12.56	18.130	982.4
1.630.550.00		USE OF TRUCK	18.131	6.4
10.511.550.00		USE OF VAN	121.75	
10.713.550.00	X X	63.00		
10.816.550.00	X X	64.50		
12.000.550.00	X X	16.75	18.132	266.0
10.815.541.02	SBM BUS EQUIP CENTER	SUPPLIES	46.95	
10.818.541.01	X X	71.00		
30.000.541.01	X X	19.00		
92.000.565.00	X X	EQUIP	1817.60	1,954.5
20.000.540.00	SALEM PRESS INC	BOOKS	18.134	49.0
20.000.540.00	SCHWARTZ HILL BOOK CO	BOOKS	18.135	65.3
10.600.541.02	SCIENTIFIC PRODUCTS	SUPPLIES	18.136	202.3
10.816.550.00	JUDY SCRIBNER	TRAVEL	18.137	12.0
10.811.550.00	MICHAEL SEGUIN	TRAVEL	18.138	168.1
0.1.000.550.00	SHELL OIL CO	PRES TRAVEL	18.139	70.2
10.714.550.00	STANLEY SHIPPERT	TRAVEL	18.140	390.6
10.814.541.01	SLACK INC	SUBSCR	18.141	52.0
20.000.540.00	SMITHSONIAN BOOKS & RECORDINGS	BOOKS	18.142	44.3
10.512.541.02	SOLUTIONS	SUPPLIES	18.143	61.9
10.716.541.02	STONY POINT LAUNDRY	SUPPLIES	18.144	94.1
0.000.550.00	SUNNY TRAVEL CENTER	MARLIER TRAVEL	18.145	276.0
20.000.550.00	ROBERT THOMAS	TRAVEL	18.146	134.4
93.000.541.02	THOMPSON PUBLISHING GROUP	SUPPLIES	18.147	203.2
10.816.550.00	VIRGINIA THOMPSON	TRAVEL	18.148	174.0
20.000.541.01	UARCO INC	SUPPLIES	18.149	1,020.2
20.000.541.03	U.M.I.	FILM RENTALS	18.150	1,399.0
24.000.541.01	UNIV OF CHICAGO PRESS	SUPPLIES	18.151	20.91
38.000.554.00	VERNON COMPANY	RECRUITMENT	18.152	2,030.41
20.000.534.00	VIDEOLINK SATELLITE TV CENTER	REPAIRS	18.153	175.00
21.000.550.00	MARILYN VINSON	TRAVEL	18.154	12.00
10.810.547.00	W C C I	PUB RELA	18.155	38.00
10.810.547.00	W I X N	PUB RELA	18.156	700.00
10.810.547.00	W L L T	PUB RELA	18.157	112.50
10.810.547.00	W S D R	PUB RELA	18.158	500.00
10.810.547.00	W Z Z T	PUB RELA	18.159	309.00
10.813.541.02	WNS PUBLICATIONS	ADS	18.160	160.50
10.810.547.00	WAGNERS PRINTERS INC	PUB RELA	18.161	1,288.00
10.810.547.00	WALGREENS	PUB RELA	18.162	26.94
10.300.541.02	WAL MART	SUPPLIES	30.69	
0.810.541.02	X X	55.68	18.163	86.37
10.000.550.00	LEAH WARDELL	TRAVEL	18.164	12.00
191-000-535	WARD MURRAY PACE & JOHNSON	SERVICES	18.165	351.50
0.600.541.02	WARDS NATURAL SCIENCE ESTAB	SUPPLIES	18.166	220.30
0.711.534.00	WAYNE INC	SERVICES		
0.714.541.02	X X	SUPPLIES	446.20	549.70
0.600.550.00	MARY WELLER	TRAVEL	18.168	184.93

711.550.00	WEST PUBLISHING CO	160.75
600.541.01	PEGGY WHITE	28.88
511.541.02	XEROX CORPORATION	2,302.53
610.547.00	THE DAILY GAZETTE	
600.554.00	X X	
600.541.01	X X	
600.554.00	ILUNI TROPHY	174.96
1,000.541.01	SHAWVER PRESS	4.15
600.541.02	SHAWVER PRESS	85.00
600.541.02	SVCC PETTY CASH	385.00
712.541.02	X X	
	(NOVEMBER LIST)	
	(NOVEMBER LIST)	
	SVCC IMPREST FUND	976.76
	MISC. EXPENSES	
		86,090.63
	CKS. #18014 - 18031	458,094.70
	TOTAL EDUCATION FUND FOR OCTOBER	\$544,185.33

PROTECTION, HEALTH AND SAFETY FUND

390-000-584.02	STERLING COMMERCIAL ROOFING	Repairs	128	\$89,640.00
TOTAL PROTECTION, HEALTH & SAFETY FOR OCTOBER				\$89,640.00

LIABILITY, PROTECTION & SETTLEMENT FUND

1292-000-529	DIXON NATIONAL BANK	FICA 9/30 pavroll	186	\$ 163.35
1292-000-529	DIXON NATIONAL BANK	FICA 10/15 payroll	187	130.86
1292-000-527	I.R.S.	Medicare due 3rd quarter	188	1.07
1292-000-517	SVCC PAYROLL FUND	Salaries-9/30	298	2,768.21
1292-000-528	WILKINS LOWE & CO.	Pub. Emp. Premium	299	558.00
1292-000-527	DIXON NATIONAL BANK	Medicare 9/30	300	1,488.19
1292-000-526	I.D.E.S.	Unemployment ins.	301	1,593.49
1292-000-528	WILKINS LOWE & CO.	Pkg. ins.-23,394.00		
1292-000-523	x x x	Workers comp-22,461.75		
1200-000-171	x x x	Prepaid ins.-15,285.25	302	61,141.00
1292-000-517	SVCC PAYROLL FUND	Salaries 10/15	303	2,768.21
1292-000-527	DIXON NATIONAL BANK	Medicare 10/15	304	1,446.55
1292-000-535	WARD, MURRAY PACE & JOHNSON	Service	305	<u>1,989.00</u>
TOTAL LIABILITY, PROTECTION & SETTLEMENT FUND FOR OCTOBER				\$74,047.93

OPERATIONS, BUILDING & MAINTENANCE FUND

271-000-571	AMGAS, INC.	Service	3211	\$ 7,209.45
0.000.541.04	BALDWIN COOKE CO INC	SUPPLIES	3,212	9.49
6.000.573.06	C COMMONWEALTH EDISON	SERVICE	3,213	24.80
6.000.573.06	COMMONWEALTH EDISON	SERVICE	3,214	25.8587
0.000.541.04	DIXON PAINT CO	SUPPLIES	3,215	63.84
0.000.541.04	DIXON EQUIPMENT CO	SUPPLIES	3,216	16.75
0.000.541.04	x x	3400.00	3,216	3,416.75
0.000.541.04	DIXON GARAGE SUPPLY	SUPPLIES	3,217	40.12
0.000.541.04	GLAFKAS	SUPPLIES	3,218	3.00
0.000.541.04	GRUMMERTS TRUE VALUE	SUPPLIES	3,219	13.50
0.000.541.04	HASKELLS	SUPPLIES	3,220	25.20
0.000.550.00	DANIEL HENSON	TRAVEL	3,221	153.40
0.000.541.04	HILLS ELECTRIC MOTOR SERV	SUPPLIES	3,222	5.68
0.000.541.01	HONEYWELL INC	SERVICE	3,223	5,940.50
0.000.541.04	ILLINI TROPHY	SUPPLIES	3,224	8.00
0.000.541.04	KAISER IMPLEMENT CO	SUPPLIES	3,225	59.95
0.000.541.01	TEO KREIN	REPAIRS	3,226	30.00
0.000.541.04	LEE F S INC	SUPPLIES	3,227	522.45

0.000.534.01	DAVID MAYES	SEWAGE TESTING	200.00
0.000.534.01	MONTGOMERY ELEVATOR CO	SERVICE	515.53
0.000.541.04	MORGAN SERVICES INC	SUPPLIES	3,230 180.37
1.000.571.00	NORTHERN ILL GAS CO	SERVICE	3,231 2,370.63
0.000.534.01	PETERSON OFFICE SERVICE	SERVICE	3,232 75.00
0.000.541.04	P & W SUPPLY CO	SUPPLIES	3,233 34.70
0.000.550.00	JAMES RILEY	TRAVEL	3,234 99.03
0.000.541.04	SVCC BOOKSTORE	SUPPLIES	3,235 2.50
0.000.541.04	SVCC EDUCATION FUND	SUPPLIES	3,236 149.07
0.000.541.04	SHERIDAN TRUCKING	SUPPLIES	3,237 298.00
0.000.534.01	WALDSCHMIDT REPAIR	REPAIRS	3,238 99.64
0.000.541.04	WOLohan LUMBER	SUPPLIES	3,239 13.38
0.000.534.01	YOUNGREN'S REFRIGERATION	SERVICE	3,240 779.65
	SVCC IMPREST FUND	MISC. EXPENSES	3,241 142.02

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR OCTOBER

\$48,376.52

IMPREST FUND

110-600-541.02	DAVID YOUNER	Supplies purchased	9314	\$ 7.21
110-600-541.02	P.D.R.	Supplies	9315	49.95
182-000-550	STATE UNIV. RETIREMENT SYSTEM	Conf. registration	9316	30.00
110-810-547	JULIE PRATT - A.B.W.A.	Ad	9317	25.00
181-000-556	KROGER CO.	18.36 - supplies		
191-000-550	x x	11.61 x x	9318	29.97
110-300-541.02	ROBERT LOGEMANN	Supplies purchased	9319	9.96
182-000-550	NANCY BREED	Meeting supplies	9320	8.75
110-511-534	NIKKI MOELLER	Modelling-art class	9321	30.00
110-511-534	DON CALLOWAY	Modelling-art class	9322	30.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9323	9.97
270-000-541.04	FRED FLOTO	Supplies purchased	9324	18.02
181-000-550	RICHARD L. BEHRENDT	Misc. travel	9325	6.85
138-000-550	I.S.A.C.	Seminar req.	9326	60.00
110-810-547	JEANNINE OTTO	Supplies purchased	9327	19.23
110-300-541.02	SCIENCE NEWS BOOKS	Supplies	9328	30.95
192-000-544.02	UNITED PARCEL SERVICE	Service	9329	22.25
110-716-541.02	ROSEMARY JOHNSON	Supplies purchased	9330	21.30
182-000-550	NANCY BREED	Meeting supplies	9331	10.48
120-000-544.01	BETTY WIGGINTON	Supplies purchased	9332	12.17
191-000-550	RICHARD L. BEHRENDT	Travel advance-Washington	9333	50.00
110-712-541.02	W.B. SAUNDERS CO.	Supplies	9334	5.00
270-000-550	CAREER TRACK SEMINARS	Conf. reg.	9335	44.00
270-000-550	SVCC CENTER FOR BUS. & ECON. DEVEL.	Seminar	9336	80.00
110-511-534	RENE SHIPPERT	Modelling-art class	9337	39.00
182-000-550	I.S.A.C.	Seminar req.	9338	20.00
110-716-541.02	GAYE PAGE	Supplies purchased	9339	12.76
110-100-541.02	R. WOODS	Supplies	9340	3.00
110-818-550	ICCCA	Conf. registration	9341	75.00
110-810-547	MYRON MANUFACTURING	Supplies	9342	28.84
181-000-559	RICHARD L. BEHRENDT	Rotary lunches	9343	9.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9344	70.83
110-300-541.02	CORPORATE SYSTEMS CENTER	Supplies	9345	24.95
110-711-534	TIM APPENHEIMER	Honorarium	9346	25.00
110-815-541.02	MILLIKEN PUBL. CO.	Supplies	9347	20.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9348	54.34
182-000-550	ICCCFO	Conf. reg.	9349	50.00
110-712-534	AL QUICK	Honorarium	9350	25.00
110-712-534	JOE SANDSCHAFER	Honorarium	9351	25.00
110-712-534	KATHY ANDERSON	Honorarium	9352	25.00
	VOID CHECK		9353	

\$1,118.78

EDUCATION FUND	- 976.76
BUILDING FUND	- 142.02

Balance in fund -	1905.22
Disbursements -	1118.78
Total in fund -	3024.00

SAUK VALLEY COMMUNITY COLLEGE

APPROVE BY

Forgot to sign  
PRESIDENT

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SECRETARY

DATE \_\_\_\_\_

OFFICE OF BUSINESS SERVICES  
SAUK VALLEY COMMUNITY COLLEGE

BUDGET SUMMARY REPORT

10/31/91

	R E V E N U E			E X P E N D I T U R E S			
	BEGINNING FY 91 BALANCE (DEFICIT)	BUDGET	TO DATE	%	BUDGET	TO DATE	%
<b>GENERAL FUNDS</b>							
Education Fund	\$879,553	\$5,823,000	\$1,459,990	25.1%	\$6,071,000	\$1,554,447	25.6%
Operations, Building & Maintenance Fund	918,213	282,000	79,481	28.2%	449,000	128,723	28.7%
<b>TOTAL OPERATING FUND</b>	<b>\$1,797,766</b>	<b>\$6,105,000</b>	<b>\$1,539,471</b>	<b>25.2%</b>	<b>\$6,520,000</b>	<b>\$1,683,170</b>	<b>25.8%</b>
<b>SPECIAL REVENUE FUNDS</b>							
Liability, Protection & Settlement Fund (Insurance)	\$449,379	\$252,000	\$85,251	33.8%	\$237,000	\$85,557	36.1%
Audit Fund	\$36,572	\$24,000	\$7,339	30.6%	\$24,000	\$18,500	77.1%
Operations & Maintenance (Restricted) Fund (Protection, Health and Safety Fund)	\$199,544	\$334,000	\$104,061	31.2%	\$533,544	\$112,560	21.1%
<b>PROPRIETARY FUNDS</b>							
Bookstore Fund	\$330,010	\$667,000	\$246,485	37.0%	\$612,000	\$301,086	49.2%
<b>OTHERS</b>							
Working Cash Fund	\$2,565,114	\$175,000	\$28,796		\$175,000	\$0	
Building Bond Proceeds Fund (Site and Construction)	\$877,056	\$52,000	\$13,717		\$205,000	\$0	

EXPENDITURES		BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
110-000-000	INSTRUCTION					
110-100-000	BUSINESS EDUCATION					
110-100-513.01	Salaries - Full Time	\$284,100.00	\$13,778.94	\$27,557.88	\$41,336.82	14.55%
110-100-534	Contractual Services	\$5,000.00	\$0.00	\$3,914.00	\$3,914.00	78.28%
110-100-541.02	General Materials & Supplies	\$14,675.00	\$2,766.52	\$254.59	\$3,021.11	20.59%
110-100-550	Conference & Meeting Expense	\$1,400.00	\$46.20	\$0.00	\$46.20	3.30%
		\$305,175.00	\$16,591.66	\$31,726.47	\$48,318.13	15.83%
110-117-000	FOOD SERVICES					
110-117-541.02	General Materials & Supplies	\$2,500.00	\$2.37	\$1.45	\$3.82	0.15%
110-117-550	- Conference & Meeting Expense	\$100.00	\$10.00	\$0.00	\$10.00	10.00%
		\$2,600.00	\$12.37	\$1.45	\$13.82	0.53%
110-200-000	AGRICULTURE					
110-200-541.02	- General Materials & Supplies	\$500.00	\$0.00	\$66.00	\$66.00	13.20%
		\$500.00	\$0.00	\$66.00	\$66.00	13.20%
110-300-000	INDUSTRIAL EDUCATION					
110-300-513.01	Salaries - Full Time	\$253,031.00	\$11,661.60	\$23,323.20	\$34,984.80	13.83%
110-300-534	Contractual Services	\$3,000.00	\$595.00	\$202.77	\$797.77	26.59%
110-300-541.02	General Materials & Supplies	\$17,265.00	\$3,665.65	\$1,028.38	\$4,694.03	27.19%
110-300-550	Conference & Meeting Expense	\$1,400.00	\$70.00	\$245.53	\$315.53	22.54%
		\$274,696.00	\$15,992.25	\$24,799.88	\$40,792.13	14.85%
110-312-000	LEARNING ASSISTANCE CENTER					
110-312-513.01	Salaries - Full Time	\$26,599.00	\$1,477.72	\$0.00	\$1,477.72	5.56%
110-312-516	Salary-Secretarial-Part-time	\$4,500.00	\$0.00	\$0.00	\$0.00	0.00%
110-312-541.02	General Materials & Supplies	\$200.00	\$58.90	\$3.61	\$62.51	31.26%
110-312-550	- Conference & Meeting Expense	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
		\$31,499.00	\$1,536.62	\$3.61	\$1,540.23	4.89%
110-316-000	HUMAN SERVICES					
110-316-534	Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-316-541.02	General Materials & Supplies	\$800.00	\$25.67	\$43.58	\$69.25	8.66%
110-316-550	Conference & Meeting Expense	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,200.00	\$25.67	\$43.58	\$69.25	5.77%
110-400-000	SOCIAL SCIENCE					
110-400-513.01	Salaries - Full Time	\$152,411.00	\$7,433.32	\$14,866.64	\$22,299.96	14.63%
110-400-541.02	General Materials & Supplies	\$4,320.00	\$324.20	\$514.68	\$838.88	19.42%
110-400-550	Conference & Meeting Expense	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
		\$157,731.00	\$7,757.52	\$15,381.32	\$23,138.84	14.67%

## 110-410-000 E.M.T.

110-410-534	Contractual Services	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
110-410-541.02	General Materials & Supplies	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
110-410-550	Conference & Meeting Expense	\$50.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,850.00	\$0.00	\$0.00	\$0.00	0.00%

## 110-418-000 CRIMINAL JUSTICE

110-418-513.01	Salaries - Full Time	\$28,152.00	\$1,564.00	\$3,128.00	\$4,692.00	16.67%
110-418-534	Contractual Services	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
110-418-541.02	General Materials & Supplies	\$1,200.00	\$142.12	\$268.78	\$410.90	34.24%
110-418-550	Conference & Meeting Expense	\$600.00	\$0.00	\$0.00	\$0.00	0.00%
		\$30,152.00	\$1,706.12	\$3,396.78	\$5,102.90	16.92%

## 110-500-000 HUMANITIES

110-500-513.01	Salaries-Full Time (Humanities)	\$300,443.00	\$16,058.95	\$29,141.90	\$45,200.85	15.04%
110-500-541.02	General Materials & Supplies (Humanities)	\$4,500.00	\$430.12	\$416.92	\$847.04	18.82%
110-500-550	Conference & Meeting Expense (Humanities)	\$2,800.00	\$0.00	\$0.00	\$0.00	0.00%
		\$307,743.00	\$16,489.07	\$29,558.82	\$46,047.89	14.96%

## 110-511-000 ART

110-511-513.01	Salaries-Full Time (Art)	\$39,270.00	\$2,181.67	\$4,363.34	\$6,545.01	16.67%
110-511-534	Contractual Services (Art)	\$400.00	\$0.00	\$99.00	\$99.00	0.00%
110-511-541.02	General Materials & Supplies (Art)	\$600.00	\$137.76	\$26.34	\$164.10	27.35%
110-511-550	Conference & Meeting Expense (Art)	\$200.00	\$0.00	\$121.75	\$121.75	
		\$40,470.00	\$2,319.43	\$4,610.43	\$6,929.86	17.12%

## 110-512-000 MUSIC

110-512-513.01	Salaries-Full Time (Music)	\$76,201.00	\$3,175.04	\$6,350.08	\$9,525.12	12.50%
110-512-534	Contractual Services (Music)	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
110-512-541.02	General Materials & Supplies(Music)	\$4,168.00	\$184.82	\$114.21	\$299.03	7.17%
110-512-550	Conference & Meeting Expense(Music)	\$800.00	\$50.00	\$0.00	\$50.00	6.25%
		\$82,669.00	\$3,409.86	\$6,464.29	\$9,874.15	11.94%

## 110-600-000 MATH SCIENCE

110-600-512	Salary - Lab Assistant	\$16,000.00	\$0.00	\$0.00	\$0.00	0.00%
110-600-513.01	Salaries - Full Time	\$272,515.00	\$13,775.62	\$27,550.94	\$41,326.56	15.16%
110-600-534	Contractual Services	\$2,000.00	\$660.00	\$0.00	\$660.00	33.00%
110-600-541.02	General Materials & Supplies	\$16,800.00	\$3,175.72	\$4,311.61	\$7,487.33	44.57%
110-600-550	Conference & Meeting Expense	\$1,600.00	\$0.00	\$184.93	\$184.93	11.56%
		\$308,915.00	\$17,611.34	\$32,047.48	\$49,658.82	16.08%

## 110-711-000 MED. LAB. TECHNOLOGY

110-711-513.01	Salaries - Full Time	\$33,531.00	\$8,731.29	\$2,216.58	\$10,947.87	32.65%
110-711-534	Contractual Services	\$4,515.00	\$1,050.00	\$128.50	\$1,178.50	26.10%
110-711-541.02	General Materials & Supplies	\$11,805.00	\$5,714.87	\$747.49	\$6,462.36	54.74%
110-711-550	Conference & Meeting Expense	\$1,040.00	\$194.96	\$0.00	\$194.96	18.75%
		\$50,891.00	\$15,691.12	\$3,092.57	\$18,783.69	36.91%

## 110-712-000 A.D. NURSING

110-712-513.01	Salaries - Full Time	\$121,013.00	\$5,734.42	\$10,168.00	\$15,902.42	13.14%
110-712-516	Salaries - Office Staff	\$18,619.00	\$3,103.16	\$1,551.58	\$4,654.74	25.00%
110-712-534.01	Contractual Services	\$500.00	\$100.00	\$288.72	\$388.72	77.74%
110-712-541.02	General Materials & Supplies	\$6,473.00	\$1,146.59	\$321.52	\$1,468.11	22.68%
110-712-541.02.1	General Supplies - Title III	\$8,450.00	\$0.00	\$1,177.61	\$1,177.61	13.94%
110-712-550	Conference & Meeting Expense	\$1,500.00	\$310.00	\$0.00	\$310.00	20.67%
		<b>\$156,555.00</b>	<b>\$10,394.17</b>	<b>\$13,507.43</b>	<b>\$23,901.60</b>	<b>15.27%</b>

## 110-713-000 L.P. NURSING

110-713-513.01	Salaries - Full Time	\$65,623.00	\$2,734.29	\$5,468.58	\$8,202.87	12.50%
110-713-534	Contractual Services	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
110-713-541.02	General Materials & Supplies	\$2,972.00	\$947.94	\$87.95	\$1,035.89	34.85%
110-713-550	Conference & Meeting Expense	\$600.00	\$225.00	\$53.00	\$288.00	48.00%
		<b>\$69,695.00</b>	<b>\$3,907.23</b>	<b>\$5,619.53</b>	<b>\$9,526.76</b>	<b>13.67%</b>

## 110-714-000 RADIOLOGIC TECHNOLOGY

110-714-513.01	Salaries - Full Time	\$73,622.00	\$9,520.38	\$6,15.16	\$15,655.54	21.26%
110-714-534	Contractual Services	\$3,935.00	\$80.50	\$202.50	\$283.00	7.19%
110-714-541.02	General Materials & Supplies	\$4,265.00	\$322.98	\$525.80	\$848.78	19.90%
110-714-550	Conference & Meeting Expense	\$5,350.00	\$1,373.27	\$390.60	\$1,763.87	32.97%
		<b>\$87,172.00</b>	<b>\$11,297.13</b>	<b>\$7,254.06</b>	<b>\$18,551.19</b>	<b>21.28%</b>

## 110-715-000 PHYSICAL EDUCATION

110-715-513.01	Salaries - Full Time	\$65,619.00	\$2,734.13	\$5,468.26	\$8,202.39	12.50%
110-715-534	Contractual Services	\$2,500.00	\$0.00	\$888.22	\$888.22	35.53%
110-715-541.02	General Materials & Supplies	\$1,214.00	\$15.01	\$29.26	\$44.27	3.65%
110-715-550	Conference & Meeting Expense	\$400.00	\$0.00	\$28.88	\$28.88	7.22%
		<b>\$69,733.00</b>	<b>\$2,749.14</b>	<b>\$6,414.62</b>	<b>\$9,163.76</b>	<b>13.14%</b>

## 110-716-000 NURSING ASSISTANT

110-716-534	Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-716-541.02	General Materials & Supplies	\$1,130.00	\$342.27	\$412.46	\$754.73	66.79%
110-716-550	Conference & Meeting Expense	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
		<b>\$1,480.00</b>	<b>\$342.27</b>	<b>\$412.46</b>	<b>\$754.73</b>	<b>51.00%</b>

## 110-800-000 FACULTY OFFICE &amp; REPRODUCTION ROOM

110-800-516	Salaries Secretarial	\$58,985.00	\$8,490.85	\$3,396.34	\$11,887.19	20.15%
110-800-534.01	Contractual Services (Fac. Off)	\$345.00	\$0.00	\$0.00	\$0.00	0.00%
110-800-534	Contractual Services (Workroom)	\$10,500.00	\$10,755.00	\$0.00	\$10,755.00	102.43%
110-800-542	General Materials & Supplies (Workroom)	\$800.00	\$6,528.01	(\$2,326.28)	\$4,201.73	525.22%
110-800-541.02	General Materials & Supplies (Faculty Office)	\$1,400.00	\$168.34	\$2.89	\$171.23	12.23%
110-800-541.03	General Materials & Supplies (Institutional Committees)	\$300.00	\$9.48	\$0.00	\$9.48	3.16%
110-800-550	Conference & Meeting Expense	\$300.00	\$0.00	\$0.00	\$0.00	0.00%
		<b>\$72,630.00</b>	<b>\$25,951.68</b>	<b>\$1,072.95</b>	<b>\$27,024.63</b>	<b>37.21%</b>

## 110-810-000 MARKETING &amp; PUBLIC RELATIONS

110-810-511	Salaries - Administrative	\$35,000.00	\$6,874.86	\$2,875.00	\$9,749.86	27.86%
110-810-516	Salaries - Secretarial	\$18,587.00	\$7,670.00	\$3,068.00	\$10,738.00	57.77%
110-810-547	General Materials & Supplies	\$99,780.00	\$13,076.67	\$7,564.69	\$20,641.36	20.69%
110-810-550	Conference & Meeting Expense	\$1,730.00	\$110.00	\$441.72	\$551.72	31.89%
		\$155,097.00	\$27,731.53	\$13,949.41	\$41,680.94	26.87%

## 110-811-000 DEAN OF ARTS &amp; SOCIAL SCIENCES

110-811-511	Salaries - Administrative	\$51,223.00	\$10,671.45	\$4,268.58	\$14,940.03	29.17%
110-811-513.02	Salaries - Instruction (Part-time)	\$125,000.00	\$300.00	\$16,954.70	\$17,254.70	13.80%
110-811-513.03	Salaries - Instruction (Summer)	\$50,000.00	\$52,048.59	\$0.00	\$52,048.59	104.10%
110-811-516	Salaries - Secretarial	\$19,448.00	\$4,051.65	\$1,620.66	\$5,672.31	29.17%
110-811-534	Contractual Services	\$850.00	\$0.00	\$1.00	\$0.00	0.00%
110-811-541.01	General Materials & Supplies	\$1,500.00	\$36.54	\$49.61	\$86.15	5.74%
110-811-550	Conference & Meeting Expense	\$2,600.00	\$264.42	\$298.40	\$562.82	21.65%
		\$250,621.00	\$67,372.65	\$23,191.95	\$90,564.60	36.14%

## 110-812-000 DEAN OF BUSINESS &amp; TECHNOLOGY

110-812-511	Salaries - Administrative	\$55,570.00	\$11,577.10	\$4,630.84	\$16,207.94	29.17%
110-812-513.02	Salaries - Instruction (Part-time)	\$155,000.00	\$72.00	\$12,126.60	\$12,198.60	7.87%
110-812-513.03	Salaries - Instruction (Summer)	\$45,000.00	\$47,376.90	\$0.00	\$47,376.90	105.28%
110-812-516	Salaries Secretarial	\$15,937.00	\$3,320.20	\$1,328.08	\$4,648.28	29.17%
110-812-541.01	General Materials & Supplies	\$1,500.00	\$227.20	\$26.49	\$253.69	16.91%
110-812-550	Conference & Meeting Expense	\$3,500.00	\$377.84	\$972.82	\$1,350.66	38.59%
		\$276,507.00	\$62,951.24	\$19,084.83	\$82,036.07	29.67%

## 110-813-000 DEAN OF COMM &amp; EXTENDED SERVICES

110-813-511	Salaries - Administrative	\$49,427.00	\$10,297.30	\$4,118.92	\$14,416.22	29.17%
110-813-513.02	Instructional Salaries	\$30,000.00	\$337.50	\$2,864.28	\$3,201.78	10.67%
110-813-513.03	Community Service Coordinators	\$8,000.00	\$0.00	\$285.72	\$285.72	3.57%
110-813-516	Salaries - Secretarial	\$15,502.00	\$3,229.60	\$1,291.84	\$4,521.44	29.17%
110-813-534	Contractual Services	\$6,800.00	\$0.00	\$862.40	\$862.40	12.68%
110-813-541.02	General Materials & Supplies	\$3,000.00	\$456.27	\$364.55	\$820.82	27.36%
110-813-550	Conference & Meeting Expense	\$2,250.00	\$0.00	\$156.38	\$156.38	6.95%
		\$114,979.00	\$14,320.67	\$9,944.09	\$24,264.76	21.10%

## 110-814-000 NURSING EDUCATION

110-814-511	Salaries - Administrative	\$37,088.00	\$7,726.65	\$3,090.66	\$10,817.31	29.17%
110-814-513.02	Salaries - Instruction (Part-time)	\$45,000.00	\$907.38	\$5,035.06	\$5,942.44	13.21%
110-814-513.03	Salaries - Instructional (Summer)	\$11,500.00	\$11,190.63	\$0.00	\$11,190.63	97.31%
110-814-534	Contractual Services	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
110-814-541.01	General Materials & Supplies	\$1,080.00	\$194.06	\$661.01	\$855.07	79.17%
110-814-550	Conference & Meeting Expense	\$1,500.00	\$5.63	\$55.00	\$60.63	4.04%
		\$96,418.00	\$20,024.35	\$8,841.73	\$28,866.08	29.94%

## 110-815-000 ACADEMIC SKILLS CENTER

110-815-513.01	Salaries - Full Time	\$75,087.00	\$3,128.62	\$9,212.68	\$12,341.30	16.44%
110-815-541.02	General Materials & Supplies	\$7,050.00	\$551.28	\$487.85	\$1,039.13	14.74%
110-815-550	Conference & Meeting Expense	\$700.00	\$80.00	\$0.00	\$80.00	11.43%
		<b>\$82,837.00</b>	<b>\$3,759.90</b>	<b>\$9,700.53</b>	<b>\$13,460.43</b>	<b>16.25%</b>

## 110-816-000 HONORS PROGRAM

110-816-534	Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
110-816-541.02	General Materials & Supplies	\$400.00	\$0.35	\$23.31	\$23.66	5.92%
110-816-550	Conference & Meeting Expense	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
		<b>\$750.00</b>	<b>\$0.35</b>	<b>\$23.31</b>	<b>\$23.66</b>	<b>3.15%</b>

## 110-818-000 VICE PRESIDENT OF INSTRUCTION

110-818-511	Salaries - Administrative	\$63,408.00	\$13,210.00	\$5,284.00	\$18,494.00	29.17%
110-818-516	Salaries - Secretarial	\$24,669.00	\$5,139.40	\$2,055.76	\$7,195.16	29.17%
110-818-518	Student Tutors	\$3,000.00	\$0.00	\$0.00	\$0.00	0.00%
110-818-534	Contractual Services	\$3,100.00	\$860.00	\$1.00	\$860.00	27.74%
110-818-541.01	General Materials & Supplies	\$2,000.00	\$354.30	\$180.38	\$534.68	26.73%
110-818-550	Conference & Meeting Expense	\$3,000.00	\$127.88	\$320.69	\$448.57	14.95%
		<b>\$99,177.00</b>	<b>\$19,691.58</b>	<b>\$7,840.83</b>	<b>\$27,532.41</b>	<b>27.76%</b>

## 120-000-000 LEARNING RESOURCE CENTER

120-000-513.03	Salaries Instructional (Summer)	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	100.00%
120-000-515	Salaries - Professional	\$120,315.00	\$12,314.33	\$10,026.26	\$22,340.59	18.57%
120-000-516	Salaries - Secretarial	\$36,721.00	\$7,650.20	\$3,060.08	\$10,710.28	29.17%
120-000-516.01	Salaries - Secretarial- Part-time	\$5,250.00	\$0.00	\$0.00	\$0.00	0.00%
120-000-534	Contractual Services	\$12,242.00	\$1,642.37	\$1,441.96	\$3,084.33	25.19%
120-000-541.01	Xerox Supplies	\$0.00	(\$570.14)	(\$228.08)	(\$798.22)	ERR
120-000-541.03	Library Supplies	\$19,635.00	\$9,089.04	\$3,515.50	\$12,604.54	64.19%
120-000-544.01	Audio Visual Supplies	\$10,250.00	(\$220.28)	\$1,360.07	\$1,139.79	11.12%
120-000-545	Library Books	\$42,000.00	\$3,348.76	\$3,570.37	\$6,919.13	16.47%
120-000-550	Conference & Meeting Expense	\$2,390.00	\$26.68	\$210.60	\$237.28	9.93%
		<b>\$253,303.00</b>	<b>\$37,780.96</b>	<b>\$22,956.76</b>	<b>\$60,737.72</b>	<b>23.98%</b>

## 130-000-000 STUDENT SERVICES AND AIDS

## 131-000-000 ADMISSIONS AND RECORDS

131-000-511	Salaries - Administrative	\$40,902.00	\$8,521.25	\$5,445.67	\$13,966.92	34.15%
131-000-516	Salaries - Secretarial	\$75,735.00	\$14,684.40	\$5,873.76	\$20,558.16	27.14%
131-000-534	Contractual Services	\$4,280.00	\$680.00	\$0.00	\$680.00	15.89%
131-000-541.01	General Materials & Supplies	\$16,000.00	\$1,329.67	\$1,984.15	\$3,313.82	20.71%
131-000-550	Conference & Meeting Expense	\$3,000.00	\$122.92	\$26.00	\$148.92	4.96%
		<b>\$139,917.00</b>	<b>\$25,338.24</b>	<b>\$13,329.58</b>	<b>\$38,667.82</b>	<b>27.64%</b>

## 132-000-000 COUNSELING AND TESTING

132-000-515	Salaries	Professional	\$96,489.00	\$22,398.11	\$8,040.56	\$30,438.67	31.55%		
132-000-516	- Salaries	Secretarial	\$20,244.00	\$3,280.00	\$1,312.00	\$4,592.00	22.68%		
					\$116,733.00	\$25,678.11	\$9,352.56	\$35,030.67	30.01%

## 133-000-541.01 HEALTH SERVICES - Materials

			\$100.00	\$0.00	\$0.00	\$0.00	0.00%
			\$100.00	\$0.00	\$0.00	\$0.00	0.00%

## 134-000-000 FINANCIAL AIDS

134-000-511	Salaries	Administrative	\$49,549.00	\$10,322.70	\$4,129.08	\$14,451.78	29.17%
134-000-516	- Salaries	Secretarial	\$36,559.00	\$7,616.45	\$3,046.58	\$10,663.03	29.17%
			\$86,108.00	\$17,939.15	\$7,175.66	\$25,114.81	29.17%

## 138-000-000 VICE PRESIDENT OF STUDENT SERVICES

138-000-511	Salaries - Administrative		\$60,208.00	\$12,543.35	\$5,017.34	\$17,560.69	29.17%
138-000-512.02	Student Activities Coord.		\$16,644.00	\$1,664.40	\$1,664.40	\$3,328.80	20.00%
138-000-516	Salaries - Secretarial		\$19,103.00	\$3,979.80	\$1,551.92	\$5,571.72	29.17%
138-000-519	Other Salaries (Coaching)		\$41,113.00	\$3,601.32	\$3,182.24	\$6,783.56	16.50%
138-000-534	Contractual Services		\$900.00	\$499.00	\$377.06	\$876.06	97.34%
138-000-541.01	General Materials & Supplies		\$20,210.00	\$7,985.65	\$4,461.98	\$12,447.63	61.59%
138-000-549	Commencement		\$7,000.00	\$438.79	\$317.34	\$756.13	10.80%
138-000-550	Conference & Meeting Expense		\$7,900.00	\$1,046.83	\$644.00	\$1,690.83	21.40%
138-000-554	Student Recruitment		\$4,500.00	\$564.08	\$108.44	\$672.52	14.94%
			\$177,578.00	\$32,323.22	\$17,364.72	\$49,687.94	27.98%

## 140-000-000 PUBLIC SERVICES

140-000-514.02	Salaries		\$24,000.00	\$0.00	\$0.00	\$0.00	0.00%
140-000-534	Contractual Services		\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%
140-000-541.02	General Materials & Supplies		\$5,300.00	\$0.00	\$0.00	\$0.00	0.00%
			\$34,300.00	\$0.00	\$0.00	\$0.00	0.00%

## 170-000-000 OPERATION &amp; MAINTENANCE OF PLANT

171-000-511	Salaries - Administrative		\$30,000.00	\$0.00	\$0.00	\$0.00	0.00%
171-000-517	Service Staff		\$349,291.00	\$86,699.64	\$16,102.52	\$102,802.16	29.43%
176-000-575	Telephone		\$76,700.00	\$12,629.50	\$4,367.73	\$16,997.23	22.16%
			\$455,991.00	\$99,329.14	\$20,470.25	\$119,799.39	26.27%

## 181-000-000 GENERAL ADMINISTRATION

## 181-000-000 PRESIDENT'S OFFICE

181-000-511	Salaries - Administrative		\$86,908.00	\$18,105.85	\$7,242.34	\$25,348.19	29.17%
181-000-516	Salaries - Secretarial		\$27,338.00	\$5,695.45	\$2,278.20	\$7,973.65	29.17%
181-000-534	Contractual Services		\$100.00	\$0.00	\$0.00	\$0.00	0.00%
181-000-541.01	General Materials & Supplies		\$2,000.00	\$395.84	\$1,432.65	\$1,828.49	91.42%
181-000-550	Conference & Meeting Expense		\$6,500.00	\$777.28	\$653.89	\$1,431.17	22.02%
181-000-556	Special Affairs		\$4,500.00	\$1,065.05	\$220.34	\$1,285.39	28.56%
181-000-559	Other Conf. & Meeting Expense		\$8,525.00	\$4,540.38	\$409.00	\$4,949.38	58.06%
			\$135,871.00	\$30,579.85	\$12,236.42	\$42,816.27	31.51%

## 182-000-000 VICE PRESIDENT OF BUSINESS SERVICES

182-000-511	Salaries - Administrative	\$112,145.00	\$37,601.53	\$5,166.66	\$42,768.19	38.14%
182-000-512	Salaries - Professional	\$21,250.00	\$2,225.25	\$992.14	\$2,217.39	15.14%
182-000-516	Salaries - Secretarial	\$102,920.00	\$21,382.55	\$8,576.66	\$29,959.21	29.11%
182-000-534	Contractual Services	\$5,500.00	\$560.00	\$1,120.10	\$1,680.10	30.55%
182-000-541.01	General Materials & Supplies	\$8,500.00	(\$4,327.44)	\$1,422.16	(\$2,905.28)	-34.18%
182-000-550	Conference & Meeting Expense	\$5,000.00	\$1,143.42	\$397.73	\$1,541.15	30.82%
		\$255,315.00	\$58,585.31	\$17,675.45	\$76,260.76	29.87%

## 190-000-000 INSTITUTIONAL SUPPORT

## 191-000-000 BOARD OF TRUSTEES

191-000-516	Salaries - Secretary	\$913.00	\$190.20	\$76.06	\$266.26	0.00%
191-000-535	Contractual -Legal	\$2,000.00	\$838.82	\$740.34	\$1,579.16	78.96%
191-000-549	Other Gen Supplies (Election)	\$1,000.00	\$304.20	\$15.71	\$319.91	31.99%
191-000-550	Conference & Meeting Expense	\$6,500.00	\$1,936.02	\$642.79	\$2,578.81	39.67%
		\$10,413.00	\$3,269.24	\$1,471.90	\$4,744.14	45.56%

## 192-000-000 INSTITUTIONAL SUPPORT EXPENSES

192-000-516	Salaries - Secretarial	\$18,708.00	\$4,235.70	\$1,630.20	\$5,865.90	31.36%
192-000-518.01	Student Employees (Federal)	\$55,329.00	\$52,590.63	\$19,186.44	\$71,777.07	129.73%
192-000-521	Group Medical & Life Insurance	\$518,000.00	\$145,666.42	\$50,200.95	\$195,867.37	37.81%
192-000-524	Medical Examination Fee	\$6,000.00	\$0.00	\$0.00	\$0.00	0.00%
192-000-529	Tuition Reimbursement	\$9,800.00	\$3,506.60	\$0.00	\$3,506.60	35.78%
192-000-529.01	Retirement Benefits	\$13,600.00	\$13,572.80	\$0.00	\$13,572.80	99.80%
192-000-532	Curriculum Development	\$1,000.00	\$562.50	\$0.00	\$562.50	56.25%
192-000-537	UNALLOCATED Contractual	\$1,000.00	\$130.50	\$213.50	\$344.00	34.40%
192-000-539	In-Service Training	\$7,000.00	\$698.92	\$100.00	\$798.92	11.41%
192-000-541.02	Supplies (Faculty Association)	\$200.00	\$5.89	\$4.80	\$10.69	5.35%
192-000-544.02	Postage	\$51,400.00	\$4,787.45	\$2,535.45	\$7,322.90	14.25%
192-000-546	Publications/Dues	\$16,000.00	\$6,478.83	\$1,494.50	\$7,973.33	49.83%
192-000-547	Advertising	\$1,200.00	\$91.04	\$22.95	\$113.99	9.50%
192-000-554	Recruitment	\$8,000.00	\$9,343.31	\$1,490.38	\$10,833.69	135.42%
		\$707,237.00	\$241,670.59	\$76,879.17	\$318,549.76	45.04%

## 192-000-580 CAPITAL OUTLAY

192-000-585	Equipment	\$100,756.00	\$21,629.06	\$17,651.59	\$39,280.65	38.99%
192-000-589	Projects	\$33,344.00	\$0.00	\$0.00	\$0.00	0.00%
		\$134,100.00	\$21,629.06	\$17,651.59	\$39,280.65	29.29%

## 193-000-000 AFFIRMATIVE ACTION

193-000-534	Contractual Services	\$100.00	\$0.00	\$0.00	\$0.00	0.00%
193-000-541.02	General Materials & Supplies	\$500.00	\$41.10	\$269.91	\$311.01	62.20%
193-000-550	Conference & Meeting Expense	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
		\$1,600.00	\$41.10	\$269.91	\$311.01	19.44%

## 194-000-000 INSTITUTIONAL RESEARCH

194-000-534	Contractual Services	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
194-000-541.02	General Materials & Supplies	\$1,000.00	\$0.00	\$20.95	\$20.95	2.10%
		\$2,000.00	\$0.00	\$20.95	\$20.95	1.05%

## 195-000-000 INFORMATION SYSTEMS

195-000-511	Salaries - Administrative	\$49,549.00	\$10,322.70	\$4,129.08	\$14,451.78	29.17%
195-000-512	Professional	\$40,769.00	\$8,493.51	\$3,397.40	\$11,890.91	29.17%
195-000-516	Office Staff	\$35,514.00	\$7,398.80	\$2,959.52	\$10,358.32	29.17%
195-000-534.01	Contractual - Admin.	\$129,550.00	\$16,967.66	\$5,314.39	\$22,282.05	17.20%
195-000-534.02	Contractual - Educ.	\$29,300.00	\$3,000.00	\$0.00	\$3,000.00	10.24%
195-000-541.01	General Supplies - Admin.	\$15,900.00	\$4,984.42	\$281.78	\$5,266.20	33.12%
195-000-541.02	General Supplies - Educ.	\$9,500.00	\$1,148.00	\$0.00	\$1,148.00	12.08%
195-000-550	Conference & Meeting Expense	\$8,500.00	\$359.25	\$75.65	\$434.90	5.12%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$318,582.00	\$52,674.34	\$16,157.82	\$68,832.16	21.61%

## 196-000-000 VICE PRESIDENT OF COLLEGE ADVANCEMENT

196-000-511	Salaries - Administrative	\$57,512.00	\$11,981.65	\$4,792.66	\$16,774.31	29.17%
196-000-516	Salaries - Secretarial	\$19,948.00	\$4,155.85	\$1,662.34	\$5,818.19	29.17%
196-000-534	Contractual Services	\$200.00	\$0.00	\$0.00	\$0.00	0.00%
196-000-541.01	General Materials & Supplies	\$2,600.00	\$376.82	\$410.98	\$787.80	30.30%
196-000-550	Conference & Meeting Expense	\$4,000.00	\$0.00	\$44.00	\$44.00	1.10%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$84,260.00	\$16,514.32	\$6,909.98	\$23,424.30	27.80%
197-000-593	TUITION CHARGE-BACK	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$25,000.00	\$2,564.29	\$918.00	\$3,482.29	13.93%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
199-000-600	PROVISION FOR CONTINGENCIES	\$2,850.00	\$0.00	\$0.00	\$0.00	0.00%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$2,850.00	\$0.00	\$0.00	\$0.00	0.00%

## TOTAL EDUCATIONAL FUND EXPENDITURES.

\$6,071,000.00	\$1,035,553.84	\$518,894.13	\$1,554,447.97	25.60%
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## OPERATIONS &amp; MAINTENANCE FUND

## 270-000-000 OPERATIONS &amp; MAINTENANCE FUND

270-000-534.01	Contractual Services	\$59,150.00	\$17,286.59	\$7,640.32	\$24,926.91	42.14%
270-000-541.04	General Materials & Supplies	\$65,000.00	\$3,539.14	\$1,078.34	\$4,617.48	7.10%
270-000-550	Conference & Meeting Expense	\$2,200.00	\$397.25	\$381.43	\$778.68	35.39%
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$126,350.00	\$21,222.98	\$9,100.09	\$30,323.07	24.00%
271-000-571	Gas	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$80,000.00	\$12,738.06	\$9,580.08	\$22,318.14	27.90%
276-000-573	Electricity	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$235,000.00	\$46,770.91	\$25,910.67	\$72,681.58	30.93%
276-000-587	Equipment	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$5,400.00	\$0.00	\$3,400.00	\$3,400.00	62.96%

290-000-000 INSTITUTIONAL SUPPORT

299-000-600 Provision for Contingencies	\$2,250.00	\$0.00	\$0.00	\$0.00	0.00%
	\$2,250.00	\$0.00	\$0.00	\$0.00	0.00%

TOTAL OPERATIONS & MAINTENANCE FUND EXPENDITURES	\$449,000.00	\$80,731.95	\$47,990.84	\$128,722.79	28.67%
	=====	=====	=====	=====	=====

TOTAL OPERATING FUND EXPENDITURES	\$6,520,000.00	\$1,116,285.79	\$566,884.97	\$1,683,170.76	25.82%
	=====	=====	=====	=====	=====

TREASURER'S REPORT  
September 30, 1991

I. INVESTMENTS

FUND	LOCATION	RATE	DUE DATE	AMOUNT
Education	Ashton Bank & Trust Co.	6.30	8-15-92	\$100,000.00
Education	Farmers Bank of Sublette	6.30	8-15-92	100,000.00
Education	Smith Trust & Savings	6.30	8-16-92	100,000.00
Education	First National Bank, Sterling	6.10	9-20-92	100,000.00
Operations & Maintenance	Milledgeville State Bank	8.00	10-12-91	100,000.00
Operations & Maintenance	Tampico National Bank	8.00	10-12-91	100,000.00
Operations & Maintenance	First National Bank, Amboy	6.85	8-15-92	100,000.00
Working Cash	Dixon National Bank	7.50	12-29-91	354,364.30
Working Cash	Sterling Federal Bank	7.45	2-1-92	100,000.00
Working Cash	Community State Bank	7.14	2-6-92	100,000.00
Working Cash	Dixon National Bank	6.80	7-5-92	223,380.53
Building Bond Proceeds	First Bank/Dixon	6.60	5-6-92	100,000.00
Building Bond Proceeds	First National Bank, Sterling	6.80	5-10-92	100,000.00
Building Bond Proceeds	Farmers National Bank, Prophetstown	6.50	5-18-92	100,000.00
Building Bond Proceeds	Dixon National Bank	6.60	5-27-92	225,511.38
Building Bond Proceeds	First National Bank, Sterling	6.80	6-26-92	150,000.00
Building Bond Proceeds	First National Bank, Sterling	6.10	9-25-92	100,000.00
Auxiliary (Student Activities)	Citizens First State Bank, Walnut	6.65	5-15-92	100,000.00
				\$2,353,256.21

## II. INTEREST BEARING ACCOUNTS

ACCOUNT/FUND	LOCATION	RATE	AMOUNT
<b>-----</b>			
Investment (Pool)			
Education	Rock Falls National Bank	4.90	\$666,145.67
Building	Rock Falls National Bank	4.90	519,094.82
Working Cash	Rock Falls National Bank	4.90	530,312.91
Retiree Health Insurance			
Restricted	Rock Falls National Bank	4.50	11,637.21
Audit	Rock Falls National Bank	4.50	25,411.01
Insurance - Liability, Protection & Settlement	Rock Falls National Bank	4.50	507,784.34
Working Cash	Amcore (Sterling)	4.66	022,994.25
Protection, Health & Safety - Operations & Maintenance (Restricted)	Rock Falls National Bank	4.50	280,645.56
			<b>\$3,564,025.77</b>

## III. CHECKING ACCOUNTS - NONINTEREST BEARING

ACCOUNT/FUND	LOCATION	AMOUNT
<b>-----</b>		
Education	Rock Falls National Bank	\$459,536.18
Payroll - Education	First Bank/Dixon	0.00
Imprest - Education	First National Bank, Sterling	3,024.00
Building - Operations & Maintenance	Rock Falls National Bank	98,253.70
Student Activity - Restricted	Amcore (Sterling)	180,939.66
Federal Funds/Workstudy Restricted	First Bank/Dixon	743.92
Insurance - Liability, Protection & Settlement	Rock Falls National Bank	51.80
Working Cash	Rock Falls National Bank	62,857.83
Site & Construction - Building Bond Proceeds	Dixon National Bank	115,261.61
Student Loan - Auxiliary	Amcore (Sterling)	311.89
Bookstore - Auxiliary	First National Bank, Sterling	119,032.35
		<b>-----</b>
		<b>\$1,040,012.94</b>

**SAUK VALLEY COMMUNITY COLLEGE**  
**E.O.G. WORKSTUDY FUND**  
**Period Ending September 30, 1991**  
**B A L A N C E S H E E T**

Cash on Hand	\$743.92	
PELL Grant Awards Receivable from Fed. Gov. 1989-90		\$758,261.00
PELL Grant Awards Paid 1989-90	758,261.00	
Workstudy Awards Receivable from Fed. Gov. 1990-91		0.00
Workstudy Awards Capital 1990-91		172,198.00
Workstudy Awards Paid 1990-91	172,198.00	
EOG Awards Receivable from Fed. Gov. 1990-91		0.00
EOG Awards Capital 1990-91		62,034.00
EOG Awards Paid 1990-91	62,034.00	
PELL Grant Awards Receivable from Fed. Gov. 1990-91		(9,888.77)
PELL Grant Awards Capital 1990-91		942,619.00
PELL Grant Awards Paid 1990-91	936,872.00	
Workstudy Awards Receivable from Fed. Gov. 1991-92	113,837.00	
Workstudy Awards Capital 1991-92		171,837.00
Workstudy Awards Paid 1991-92	64,245.64	
EOG Awards Receivable from Fed. Gov. 1992-92	64,459.00	
EOG Awards Capital 1991-92		64,459.00
EOG Awards Paids 1991-92	0.00	
PELL Grant Awards Receivable from Fed. Gov. 1991-92	500,140.00	
PELL Grant Awards Capital 1991-92		500,140.00
PELL Grant Awards Paid 1991-92	0.00	
Transfer Account	(1,000.00)	
Inactive Federal Grants	9,646.21	
-----		-----
	\$2,671,548.00	\$2,671,548.00
=====		=====

SAUK VALLEY COMMUNITY COLLEGE  
STUDENT LOAN FUND  
Period Ending 9/30/91  
B A L A N C E S H E E T

ASSETS:

Cash in Bank	\$311.89
Notes Receivable	11,641.00
	-----
	\$11,952.89
	=====

LIABILITIES & NET WORTH:

Fund Equity	\$11,995.01
Net Loss	(42.12)
	-----
	\$11,952.89
	=====

P R O F I T A N D L O S S

INCOME:

Interest Income	\$147.88
Bad Debts Repaid	110.00
	-----
	\$257.88

EXPENSES:

Bad Debts	\$300.00
	-----

NET LOSS	( \$42.12 )
	=====

SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE  
 Period Ending 9-30-91  
 B A L A N C E S H E E T

**ASSETS:**

Cash in Bank	\$119,032.35
Petty Cash	1,000.00
Investments	0.00
Accounts Receivable-Educational Fund	1,614.53
Inventory 6-30-91	154,713.47
	-----
	\$276,360.35
	=====

**LIABILITIES & NET WORTH:**

Accounts Payable-Student Activity Fund	\$951.00
Fund Equity	\$330,010.27
Fund Transfer	0.00
Net Loss	(54,600.92)
	-----
	\$276,360.35
	=====

**P R O F I T    A N D    L O S S**

**INCOME:**

Textbook Sales	\$184,837.78
Supply Sales	11,030.79
Miscellaneous Sales	6,350.47
Paperback Sales	2,636.53
Used Book Sales	27,290.05
Sales Tax Collected	14,109.98
Other Income	229.38
Investment Income	0.00
	-----
	\$246,484.98

**EXPENSES:**

Textbooks Purchased	\$216,844.44
Supplies Purchased	12,819.56
Miscellaneous Purchased	11,730.78
Paperbacks Purchased	2,607.38
Used Books Purchased	22,041.56
Sales Tax Paid	12,878.00
Salaries & Wages	15,342.10
Employee Benefits	0.00
Transportation Charges	4,189.03
Supply Expenses	1,901.70
Equipment	0.00
Travel	42.64
Telephone	26.75
Dues & Subscriptions	45.00
Other Expense	566.86
Over & Under	50.10
Bad Debts	0.00
	-----
NET LOSS on a cash basis without regard to inventory or accounts payable	(\$54,600.92)
	=====

SAUK VALLEY COMMUNITY COLLEGE  
 RESTRICTED PURPOSES FUND  
 September 30, 1991

Balance on Hand - September 1, 1991	\$155,467.23
JV - Writeoff Bad Check	(68.00)
Void Check #25408 issued 8/91	69.60
Void Check #25514 issued 8/91	69.60
Void Check #23884 issued 2/91	1.87
Cash Over September 6 Deposit	0.01
Cash Over September 30 Deposit	0.05
September Receipts 1991	207,698.35
TOTAL FUNDS AVAILABLE DURING SEPTEMBER	\$363,238.71
Cash Disbursements - September, 1991	182,299.05
Balance on Hand - September 30, 1991	\$180,939.66

STATEMENT OF INCOME & EXPENSE  
 STUDENT ACTIVITY FUND

ACTIVITIES

Student Activity Assessments	\$5,835.05
Athletic Income	0.00
Drama Income	0.00
Student Activity Income	0.00
Student Activity Income-Restricted Purp. Source	0.00
Student Activity Income - Bookstore Source	0.00
Sauk Talk Income	321.00
Cash Over & Under	3.06
Other Student Activity Income	14.02
TOTAL INCOME	\$6,173.13

	BUDGET	EXPENSE
Athletic Expense	0.	4,459.43
Cheerleader & Pom Pon Squad	0.	242.77
Speech Act. & Readers Theatre	0.	0.00
Drama Expense	0.	1,564.26
Music Expense	0.	0.00
Student Act. Expense	0.	627.63
Student Senate Expense	0.	37.50
Women's Intercollegiate Exp.	0.	6,260.92
SVCC Clubs	0.	0.00
Sauk Talk	0.	2.00
Contingencies/Non-Budgeted	0.	0.00
TOTAL EXPENSE	\$ 0.	\$13,194.51

Excess of Expenditures over Revenues as of September 30, 1991	(\$7,021.38)
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STATEMENT OF ASSETS AND LIABILITIES

ASSETS	REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank 180,939.66	Due to Educational Fund	\$4,259.59
	Due to Oper. & Maint. Fund	172.39
Petty Cash 500.00	Due to Bookstore	2,392.43
	Due Insurance Fund	0.00
Accts. Rec. 267,067.23	Due to Student Loan Fund	477.50
	Resident Student Tuition	572,293.09
Investments 100,000.00	Resident Tuition Refunds	(30,571.80)
	Out of District Tuition	1,370.38
	Lab Fees	23,169.30
	Lab Fees Refunds	(989.90)
	Accounts Payable	0.00
	-----	-----
		\$572,572.98

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$5,586.78)
Parking	10,298.86
Recreation Room Fund	2,991.02
Student Locker Fund	1,002.51
Building Fairness Grant	0.00
Community Services	42,233.15
Collegiate Choir	346.04
Spec. Serv. for Disadv. St-Exp	(77,483.56)
Spec. Serv. for Disadv. St-Inc	77,483.56
Sp. Serv. for Disadv. Exp-FY 89	87,953.11
Sp. Serv. for Disadv. Inc-FY 89	(87,953.11)
Sp. Serv. for Disadv. Inc-FY 90	84,595.63
Sp. Serv. for Disadv. Exp-FY 90	(84,595.63)
Spec Serv For Disadv. Inc-FY 91	87,000.00
Spec Serv For Disadv. Exp-FY 91	(87,319.31)
Spec Serv for Disadv. Inc-FY 92	0.00
Spec Serv for Disadv. Exp-FY 92	(9,647.38)
HITS Grant	0.00
Special Population Gt. FY 91	(365.59)
Special Population Gt. FY 92	5,530.45
Disadv.-Handicapped Gt. FY 92	(7,672.04)
Quality Assistance Gt.	(2,399.63)
Northwest Passage	2,766.15
Econ. Dev. Gt. II FY 92	1,844.95
Econ. Dev. Gt. Inc. FY 91	60,604.00
Econ. Dev. Gt. Exp. FY 91	(60,607.95)
Econ. Dev. Gt. Inc. FY 92	15,034.50
Econ. Dev. Gt. Exp. FY 92	(15,615.60)
Student Clubs	1,571.20
Adult Learning Book Charges	2,981.05
College Van	5,285.76
VIP/CPP	(162.90)
Student Serv/Special Projects	104,828.72
SVCC Athletic Booster Club	4,495.66
JTPA Title IIIA Grant	0.00
DCC/Revenue/FY 91	452,682.75
DCC/Expense/FY 91	(475,863.93)
DCC/Income/FY 92	80,900.75

DCC/Expense/FY 92	(87,219.50)
Voc. Educ. Adult Training	(19,933.50)
Ill. Interp. Workshop	248.25
SVCC Foundation	(11,170.09)
Sauk Area Arts Council	0.00
Sm. Bus. Dev. Gt./Inc./FY 91	23,500.00
Sm. Bus. Dev. Gt./Exp./FY 91	(23,500.00)
Sm. Bus. Dev. Gt./Inc./FY 92	0.00
Sm. Bus. Dev. Gt./Exp./FY 92	(5,386.03)
VITAL - Secy of State FY 92	(6,207.80)
Anna Johnson Estate	270.68
Nursing Uniforms	(91.10)
LPN Supplies	527.11
Miscellaneous Account	0.00
IL Personal Serv. Withholding	0.00
LRC Gt. Dept. of Educ. FY 90	3,423.90
DCC/Sales	0.00
Advanced Tech Gt. FY 92	12,131.75
Title III - MIS/FY 88	(95,417.10)
Title III - Curr. Dev./FY 88	(60,309.72)
Title III - Fund Raising/FY 88	(15,806.49)
Title III - Proj. Admin./FY 88	(23,831.77)
Title III - Income - FY 88	195,365.08
Title III - MIS/FY 89	(62,715.97)
Title III - Curr. Imp./FY 89	(23,133.60)
Title III - Fund Raising/FY 89	(31,903.38)
Title III - Proj. Admin./FY 89	(29,895.30)
Title III - Income/FY 89	147,648.25
Title III - Income/FY 90	219,560.35
Title III - MIS/Exp. FY 90	(107,392.33)
Title III - Curr. Imp./FY 90	(80,304.76)
Title III - Proj. Adm./Exp. FY90	(31,863.26)
	180,000.00
Title III - St Serv Ret/Exp FY91	(96,065.74)
Title III - Nrs. Cln Lab/Exp FY91	(74,761.49)
Title III - Proj. Admin/Exp FY91	(44,877.06)
Title III - Eng Comp Lab/Exp FY91	(87,104.03)
Tech-Prep Planning Gt.	(426.25) <span style="float: right;">(\$19,484.49)</span>

## FUND EQUITY

July 1, 1991	\$2,439.78
Excess of Expenditures over Revenues as of September 30, 1991	(7,021.38)
	(\$4,581.60)

**TOTAL ASSETS** \$ 548,506.89 **TOTAL LIABILITIES & NET WORTH** \$548,506.89

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Forgot to sign  
PRESIDENT

SECRETARY

DATE

EXPENDITURES	BUDGET	PREVIOUS EXPENDITURES	THIS MONTH	TOTAL EXPENDITURES	%
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND</b>					
1292-000-000 Institutional Support					
1292-000-517 - Service Staff Salaries/Boiler	\$67,000.00	\$13,405.62	\$5,536.42	\$18,942.04	28.27%
1292-000-521 - Health & Life Insurance	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%
1292-000-523 - Worker's Compensation	\$30,000.00	(\$918.68)	\$22,080.94	\$21,162.26	70.54%
1292-000-526 - Unemployment Insurance	\$15,000.00	\$0.00	\$1,234.28	\$1,234.28	8.23%
1292-000-527 - Medicare	\$23,000.00	\$4,888.75	\$2,124.03	\$7,012.78	30.49%
1292-000-528 - Tort Liability Insurance	\$60,000.00	\$10,010.50	\$23,952.00	\$33,962.50	56.60%
1292-000-529 - FICA Insurance	\$20,000.00	\$473.87	\$294.21	\$768.08	3.84%
1292-000-535 - Legal Controls	\$12,000.00	\$486.00	\$1,989.00	\$2,475.00	20.63%
<b>TOTAL LIABILITY, PROTECTION &amp; SETTLEMENT EXPENDITURES</b>	<b>\$237,000.00</b>	<b>\$28,346.06</b>	<b>\$57,210.88</b>	<b>\$85,556.94</b>	<b>36.10%</b>
<b>AUDIT FUND</b>					
1192-000-531 - Contractual Services	\$24,000.00	\$18,500.00	\$0.00	\$18,500.00	77.08%
<b>TOTAL AUDIT FUND EXPENDITURES</b>	<b>\$24,000.00</b>	<b>\$18,500.00</b>	<b>\$0.00</b>	<b>\$18,500.00</b>	<b>77.08%</b>
<b>WORKING CASH FUND</b>					
700-000-711 - Transfer to Educational Fund	\$156,000.00	\$0.00	\$0.00	\$0.00	0.00%
700-000-711.01 - Transfer to Operations and Maintenance Fund	\$19,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL WORKING CASH FUND EXPENDITURES</b>	<b>\$175,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>CAPITAL PROJECTS</b>					
BUILDING BOND PROCEEDS FUND					
1390-000-000 Institutional Support					
1390-000-589 - Other Capital Outlay	\$205,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL BUILDING BOND PROCEEDS FUND EXPENDITURES</b>	<b>\$205,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
OPERATIONS AND MAINTENANCE (RESTRICTED) FUND					
0390-000-584 - Capital (Protection, Health and Safety)	\$533,544.00	\$22,959.95	\$89,640.00	\$112,599.95	21.10%
<b>TOTAL OPERATIONS AND MAINTENANCE (RESTRICTED) FUND</b>	<b>\$533,544.00</b>	<b>\$22,959.95</b>	<b>\$89,640.00</b>	<b>\$112,599.95</b>	<b>21.10%</b>
<b>PROPRIETARY FUNDS</b>					
- Bookstore Expenditures					
	\$612,000.00	\$216,579.28	\$84,506.62	\$301,085.90	49.20%
<b>TOTAL PROPRIETARY FUNDS EXPENDITURES</b>	<b>\$612,000.00</b>	<b>\$216,579.28</b>	<b>\$84,506.62</b>	<b>\$301,085.90</b>	<b>49.20%</b>

REVENUE

100-000-400 EDUCATIONAL FUND

100-000-410 Local Governmental Sources

	BUDGET	PREVIOUS RECEIPTS	THIS MONTH	TOTAL RECEIPTS	%
100-000-411.01 - 1/2 1990 Taxes	\$806,000.00	\$15,092.05	\$491,269.02	\$506,361.07	62.82%
100-000-411.02 - 1/2 1991 Taxes	\$822,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-414 - Chargeback Revenue Back Taxes	\$4,000.00	\$3,135.84	\$0.00	\$3,135.84	78.40%
	\$0.00	\$45.20	\$0.00	\$45.20	
<b>TOTAL LOCAL GOVERNMENT REVENUE</b>	<b>\$1,632,000.00</b>	<b>\$18,273.09</b>	<b>\$491,269.02</b>	<b>\$509,542.11</b>	<b>31.22%</b>

100-000-420 State Governmental Sources

100-000-421 - ICCB Credit Hour Grants	\$1,430,625.00	\$85,982.00	\$311,903.75	\$397,885.75	27.81%
100-000-421.02 - State Equalization Grants	\$519,282.00	\$61,233.00	\$62,587.50	\$129,820.50	25.00%
100-000-423 - Vocational Technical Education					
100-000-423.01.1 - Regular Reimbursement	\$75,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-427 - Corporate Personal Property Replacement Tax	\$184,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL STATE GOVERNMENT REVENUE</b>	<b>\$2,208,907.00</b>	<b>\$147,215.00</b>	<b>\$380,491.25</b>	<b>\$527,706.25</b>	<b>23.89%</b>

100-000-430 Federal Governmental Sources

Federal WorkStudy	\$0.00	\$43,447.31	\$20,798.33	\$64,245.64	ERR
100-000-439 - Other Federal	\$6,800.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL FEDERAL GOVERNMENT REVENUE</b>	<b>\$6,800.00</b>	<b>\$43,447.31</b>	<b>\$20,798.33</b>	<b>\$64,245.64</b>	<b>944.79%</b>

100-000-440 Student Tuition and Fees

100-000-441.01 - Summer	\$135,700.00	\$100,000.00	\$0.00	\$100,000.00	73.69%
100-000-441.02 - Fall	\$644,000.00	\$200,000.00	\$0.00	\$200,000.00	31.06%
100-000-441.03 - Spring	\$642,000.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL TUITION</b>	<b>\$1,421,700.00</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>21.10%</b>
100-000-442.01 - Graduation Fees	\$4,600.00	\$200.00	\$160.00	\$360.00	7.83%
100-000-442.04 - Transcript Fees	\$1,900.00	\$191.00	\$239.00	\$430.00	22.63%
100-000-442.05 - Lab Fees	\$38,800.00	\$0.00	\$0.00	\$0.00	0.00%
<b>100-000-442 - Total Fees</b>	<b>\$45,300.00</b>	<b>\$391.00</b>	<b>\$399.00</b>	<b>\$790.00</b>	<b>1.74%</b>
<b>100-000-442.09 - Public Service Income</b>	<b>\$34,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>TOTAL TUITION AND FEES REVENUE</b>	<b>\$1,501,300.00</b>	<b>\$300,391.00</b>	<b>\$399.00</b>	<b>\$300,790.00</b>	<b>20.04%</b>

		Other Facilities Rental	\$0.00	\$141.88	\$0.00	\$141.88	ERR
100-000-470	- Investment Interest Revenue		\$50,000.00	\$5,433.79	\$5,863.25	\$11,297.04	22.59%
100-000-499	- Miscellaneous Revenue		\$73,393.00	\$36,354.89	\$9,912.37	\$46,267.26	63.04%
100-000-721	- Transfer from Working Cash		\$156,000.00	\$0.00	\$0.00	\$0.00	0.00%
100-000-721.01	- Transfer from Auxiliary Fund		\$194,600.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL OTHER SOURCES REVENUE</b>			<b>\$473,993.00</b>	<b>\$41,930.56</b>	<b>\$15,775.62</b>	<b>\$57,706.18</b>	<b>12.17%</b>
<b>TOTAL EDUCATIONAL FUND REVENUE</b>			<b>\$5,823,000.00</b>	<b>\$551,256.96</b>	<b>\$908,733.22</b>	<b>\$1,459,990.18</b>	<b>25.07%</b>

200-000-400 OPERATIONS AND MAINTENANCE FUND

200-000-410 Local Governmental Sources

200-000-411.01 - 1990 Taxes	\$99,000.00	\$1,149.74	\$60,159.58	\$61,309.32	61.93%
200-000-411.02 - 1991 Taxes	\$101,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$5.54	\$0.00	\$5.54	0.00%
<b>Total Local Government</b>	<b>\$200,000.00</b>	<b>\$1,155.28</b>	<b>\$60,159.58</b>	<b>\$61,314.86</b>	<b>30.66%</b>

200-000-420 State Governmental Sources

200-000-427 - Replacement of Corporate  
Personal Property Tax

200-000-469	Facilities Revenue	\$5,000.00	\$191.35	\$0.00	\$191.35	0.00%
200-000-470	Investment Interest Revenue	\$30,000.00	\$5,914.38	\$5,554.57	\$11,468.95	38.23%
	Other Revenue	\$0.00	\$83.13	\$2,483.81	\$2,566.94	\$0.00
200-000-721	Transfer from Working Cash Fund	\$19,000.00	\$0.00	\$0.00	\$0.00	0.00%
200-000-721.01	Transfer from Auxiliary Fund	\$5,400.00	\$0.00	\$0.00	\$0.00	0.00%
<b>TOTAL OPERATIONS AND MAINTENANCE FUND REVENUE</b>		<b>\$282,000.00</b>	<b>\$11,283.44</b>	<b>\$68,197.96</b>	<b>\$79,481.40</b>	<b>28.18%</b>

TOTAL OPERATING BUDGETED REVENUE \$6,105,000.00 \$562,540.40 \$976,931.18 \$1,539,471.58 25.22%

SPECIAL REVENUE

LIABILITY, PROTECTION, AND SETTLEMENT FUND

1200-000-410 Local Governmental Sources

1200-000-411.01 - 1990 Taxes	\$130,000.00	(\$24,875.53)	\$104,943.27	\$80,067.74	61.59%
1200-000-411.02 - 1991 Taxes	\$115,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$7.21	\$0.00	\$7.21	0.00%
1200-000-470 - Interest Income	\$7,000.00	\$3,306.21	\$1,870.23	\$5,176.44	73.95%
<b>TOTAL LIABILITY, PROTECTION, AND SETTLEMENT FUND REVENUE</b>	<b>\$252,000.00</b>	<b>(\$21,562.11)</b>	<b>\$106,813.50</b>	<b>\$85,251.39</b>	<b>33.83%</b>

AUDIT FUND

1100-000-410 Local Governmental Sources

1100-000-411.01 - 1990 Taxes	\$11,260.00	(\$2,163.14)	\$9,110.32	\$6,947.18	61.70%
1100-000-411.02 - 1991 Taxes	\$11,260.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$0.63	\$0.00	\$0.63	0.00%
1100-000-470 - Interest Income	\$1,480.00	\$237.14	\$154.41	\$391.55	26.46%
<b>TOTAL AUDIT FUND REVENUE</b>	<b>\$24,000.00</b>	<b>(\$1,925.37)</b>	<b>\$9,264.73</b>	<b>\$7,339.36</b>	<b>30.58%</b>

DEBT SERVICES

WORKING CASH FUND

700-000-470 Other Sources

700-000-470 - Interest Income	\$175,000.00	\$15,602.30	\$13,193.31	\$28,795.61	16.45%
<b>TOTAL WORKING CASH FUND REVENUE</b>	<b>\$175,000.00</b>	<b>\$15,602.30</b>	<b>\$13,193.31</b>	<b>\$28,795.61</b>	<b>16.45%</b>

CAPITAL PROJECTS

BUILDING BOND PROCEEDS FUND

1300-000-470 Other Sources

300-000-470 Interest Income	\$52,000.00	\$9,244.17	\$4,472.57	\$13,716.74	26.38%
TOTAL BUILDING BOND PROCEEDS FUND REVENUE	\$52,000.00	\$9,244.17	\$4,472.57	\$13,716.74	26.38%

PROTECTION, HEALTH, AND SAFETY FUND

0300-000-410 Local Governmental Sources

0300-000-411.01 1990 Taxes	\$165,000.00	\$1,920.89	\$100,255.90	\$102,176.79	61.93%
0300-000-411.02 - 1991 Taxes	\$168,000.00	\$0.00	\$0.00	\$0.00	0.00%
Back Taxes	\$0.00	\$9.22	\$0.00	\$9.22	0.00%
TOTAL LOCAL GOVERNMENT SOURCES	\$333,000.00	\$1,930.11	\$100,255.90	\$102,186.01	30.69%
0300-000-470 - Interest Income	\$1,000.00	\$1,073.96	\$801.25	\$1,875.21	187.52%
	\$0.00	\$1,073.96	\$801.25	\$1,875.21	ERR
TOTAL PROTECTION, HEALTH, AND SAFETY FUND REVENUE	\$333,000.00	\$3,004.07	\$101,057.15	\$104,061.22	31.25%

PROPRIETARY FUNDS

BOOKSTORE

BOOKSTORE	\$667,000.00	\$185,687.48	\$60,797.50	\$246,484.98	36.95%
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TOTAL REVENUE

TOTAL REVENUE	\$7,608,000.00	\$752,590.94	\$1,272,529.94	\$2,025,120.88	26.62%
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SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Joseph P. Shuland  
PRESIDENT  
SECRETARY  
DATE 10/28/91